

Job Description – Keeper

SUMMARY:

Under general supervision, this position has responsibility for the care, welfare and safety of the animals at In-Sync Exotics. Maintains the physical enclosures, surroundings and environment of the animals. Answers questions and gives information to the visiting public. Trains and supervises volunteers and interns.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Cleans and maintains animal enclosures; removes animal excrement and food remnants; hoses and sweeps as necessary; scrubs animal areas; climbs ramps and platforms; cleans and maintains pools, tubs and water containers; changes bedding as necessary.
- Shifts cats according to playground schedules, and to allow access for cleaning.
- Prepares diets for animals; loads and unloads food items; maintains food storage areas; completes meat rotation.
- Does laundry and dishes.
- Checks refrigerator to ensure all med meat is fresh, that we have enough for the upcoming days, keep track of bones and ensure meat rotation has been completed correctly.
- Cleans and maintains non-animal areas, such as the commissary and supply storage areas.
- Learns the procedures for feeding, enrichment and training cats. Completes these duties as assigned.
- Observes behavior and health of animals on both a day-to-day and long-term basis; notes and reports any unusual behavior, signs of injury or illness, change in appetite, etc.
- Administers medication and other treatments for illness or injury as directed. This may include injections, fluids, drawing blood, getting weights, post-op care and observations, and more.
- Trains volunteers, interns and new staff members. Provides any necessary assistance to the team. Checks enclosures after volunteers and interns clean, to ensure all is secure and clean, and that everything is put away properly.
- Completes required logs with all pertinent information. Checks logs for any abnormalities and report to supervisor.
- Completes end of day tasks, including checking all assigned enclosures (locks and doors are secure, clean water, supplies stocked and put away, cats are well).
- Completes inventories of meat, medications and supplies as directed.
- Answers questions and gives information regarding our animals, our operations and our sanctuary to the visiting public. Observes the public to prevent acts which could disturb the animals. Works in the Visitor Center as needed.
- Assists in rescue trips and transports, which includes loading and unloading animals, ensuring safety of animals and team, providing animal care, driving.
- Makes minor repairs to equipment and facilities as necessary.
- Provides assistance with construction and grounds maintenance projects.
- Attends required staff meetings.
- Coordinates Community Service workers when assigned.

- Interacts with all visitors, staff members, volunteers and interns with courtesy, respect and professionalism.
- Serves as Lead in the absence of the Lead Keeper when necessary.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and meet the essential capabilities listed. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

High school diploma or GED required. Associates or bachelor's degree in animal-related field strongly preferred.

REQUIRED EXPERIENCE:

Must have completed an internship with In-Sync Exotics, or have one year of experience working with animals. This may include volunteer work and internships.

DESIRED EXPERIENCE AND SKILLS:

One year of experience working with exotic animals, exotic cats strongly preferred.

HOW TO APPLY:

To apply, please email your resume to:

Vicky Keahey, President

insyncexotics@aol.com

Visit our website at www.insyncexotics.org for more information. We are proud to be verified by the Global Federation of Animal Sanctuaries and accredited by the American Sanctuary Association.

ESSENTIAL PHYSICAL CAPABILITIES:

- Quick reflexes and ability to use both hands simultaneously.
- High level of manual dexterity.
- Ability to walk unaided on unpaved, uneven, rugged and sometimes muddy and slippery areas.
- Ability to bend and squat in order to pick up items, clean, scrub, etc.
- Ability to stand for significant periods of time.

- Average vision (with or without correction) to move safely around the property, to be able to observe animal body language without difficulty, and to be able to read and complete paperwork.
- Average sense of smell in order to assess body condition of animals, and to note signs of illness or injury.
- Ability to hear if animal is growling or making sounds indicating fear or pain, and to hear communications over the radios.
- Ability to speak and effectively communicate in English verbally as well as in written form.
- Must not have strong allergies to cats or other animals that can't be managed by medication, or to chemicals used in cleaning.
- Ability to deal with strong and unpleasant odors, raw meat, blood, feces, vomit and possible wounds or injuries to animals in our care.
- Ability to cope with a very loud environment due to animal noises and the train.
- Ability to reach cabinets at least six feet in height, using a step stool as needed.
- Ability to push carts and wheelbarrows, use a pitchfork to remove bedding, and bend over inside dens to clean them.
- Ability to climb on top of dens, ramps and platforms.
- Ability to load and unload washer and dryer; fold clean laundry and put away, reaching shelves from ground level up to six feet, using a step stool as needed.
- Ability to operate meat grinder.
- Ability to wash dishes and put away in cabinets and drawers from ground level up to six feet in height with use of step stool as needed.
- Average strength to assist with lifting boxes of meat, tools and other supplies.
- Possess immune system strong enough to tolerate exposure to zoonotic diseases such as ringworm.

ESSENTIAL MENTAL CAPABILITIES:

- Ability to understand, remember and follow instructions and procedures.
- High level reading, writing, spelling and communication skills (example: understand words such as quarantine, vaccination and other common industry-related terms), and a mastery of the English language.
- Possess problem-solving capability.
- Must be aware of potentially dangerous situations when working with the animals; must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgment and act appropriately in these situations.

ESSENTIAL EMOTIONAL CAPABILITIES:

- Ability to cope with unexpected animal behavior.
- Ability to cope with a highly emotionally charged environment with some animals arriving at the sanctuary that were neglected and/or abused.
- Ability to cope with the reality that our animals are with us for life, so we will always have to say goodbye to them at some point, as well as the reality that some of the animals in our care may have to be euthanized due to traumatic illnesses or injuries.

- Ability to understand In-Sync Exotics' policies and positions regarding key animal welfare issues and an ability and willingness to professionally, appropriately and accurately represent those policies when interacting with the public or otherwise representing In-Sync Exotics.

Please indicate any reasonable accommodation you may need in order to meet the essential duties and capabilities of the Keeper position at In-Sync Exotics:

Printed Name _____

Signature _____

Date _____