Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca

Casual Shelter Worker

(Job ID#2018.178C)

Department: Corporate Services
Division: Municipal Law Enforcement
Location: Animal Shelter
Status: Casual Part-Time, up to 24hrs/wk
Start Date: January 2019
Number of Positions: 1
Salary/Wage Range: $19.84 – 22.04/Hour
Date Posted: December 4, 2018
Date Closing: January 7, 2019

Come work with us!
Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:
To care for the animals in a humane manner by providing food and water and maintaining safe, clean and sanitary conditions at the shelter. ***For full details, please see job description attached.***

Minimum Qualifications:
Excellent written and verbal communication skills; Three (3) months' work experience in a janitorial or cleaning environment, preferably with animals; Minimum G Class Drivers' licence required; Drivers' Abstract in good standing required to operate Corporation vehicles; Additional animal related courses/education considered an asset.

How to apply:
Please forward your cover letter and resume in confidence by **January 7, 2019,** identifying the job title and **ID#2018.178C** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:
The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.

JOB DESCRIPTION

POSITION: Animal Shelter Worker **JOB NO.**: 58

DEPARTMENT: Corporate Services **DIVISION**: Municipal Law Enforcement

DATE PREPARED: New - March 19, 2001 **GRADE:** B
Revised December 1, 2017

PRIMARY FUNCTION: To care for the animals in a humane manner by providing food and water and maintaining safe, clean and sanitary conditions at the shelter.

SUPERVISION RECEIVED: Animal Control Supervisor or designate
May receive direction and guidance from the Animal Control Attendants.

MACHINES AND EQUIPMENT USED: Janitorial equipment, washing machine and other equipment as may be necessary from time to time.

DIRECTION EXERCISED: None

WORKING PROCEDURES:

Cleans, scrubs and disinfects all cages of the shelter on a daily basis;

Washes floors within shelter including the hosing down of outside kennels and walkways;

Removes animal feces on a regular basis and cleans area;

Cleans and disinfects all dishes, etc. used to feed and water the animals;

Provides clean water and fresh food to the animals on a daily basis;

Provides environmental enrichment, socialization, and physical activity (such as walking the dogs etc.) to the animals within the facility on a daily basis:

When required, may admit animals brought in by patrol and/or the public and logs all necessary information in the log books;

Monitors the health of and observes and tests the temperament of animals to ensure they are not threatening the health and/or safety of the other animals, staff, and the public;

Administers prescribed medications as needed on a daily basis;

Advises the Supervisor of any concerns about the animals so that the appropriate action may be taken such as contacting a veterinarian, quarantine, etc.;

May occasionally be required to respond to public enquiries in person and by telephone with respect to adoption, redemption, animal/pet care and other Animal Control matters;

When required may collect cash and provide receipts for transactions;

Picks up shelter supplies, donations, and transports animals for Veterinarian appointments, and adoption opportunities (using the town vehicle provided) as necessary;

May on occasion attend off-site events and appear on televised programs for the promotion of the animal shelter.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILLS/KNOWLEDGE REQUIREMENTS:

Excellent written and verbal communication skills

Knowledge of and exposure to WHMIS and related safety hazards an asset;

Three (3) months' work experience in a janitorial or cleaning environment, preferably with animals;

Minimum G Class Drivers' licence required;

Drivers' Abstract in good standing required to operate Corporation vehicles;

Ability to understand verbal and written instructions to perform all of assigned duties including answering the telephone;

Ability to restrain large dogs and to lift light to heavy items, as necessary;

Available to work weekends and holidays;

Up to three (3) months period of adjustment, orientation and adaptation on the job;

Additional animal related courses/education considered an asset.