

## **SUPERVISOR**

### **Qualifications:**

1. Care and compassion for animals.
2. Physically able to lift heavy objects (in accordance with OSHA)
3. High school graduate or equivalent, at least 18 years of age.
4. Able to follow directions with minimum supervision.
5. Tolerance for high level of noise and odors.
6. Able to work as part of team.
7. Good public relations skills.
8. Attention to detail and accuracy in office work.
9. Possess a valid Michigan Driver's License and be deemed an acceptable risk by the insurance carrier.
10. Available for on-call/emergency duties.
11. One year's prior experience in animal care, handling, training preferred.
12. Must demonstrate an ability to effectively instruct and supervise new employees and volunteers in proper animal handling, care and cleaning practices.

### **Job Description:**

1. Feed, water, exercise, bathe and provide care for sheltered animals treating all animals with the dignity and respect they deserve.
2. Clean and maintain all areas of the shelter, grounds, and dog walking areas following proper procedures.
3. Perform admission exams.
4. Maintain safe working conditions at all times.
5. Assist the public, volunteers, interns and community services workers as instructed by supervisor.
6. Keep animal supplies appropriately stocked in animal areas. Notify supervisor well before supplies run out or equipment is unusable/needs replacement.
7. Use positive training methods when working with sheltered canines, and promote these methods with the public.
8. Maintain confidentiality of shelter records and information.
9. Humanely euthanize animals per UPAWS policies and guidelines.
10. Assist in answering phones.
11. Assist at front desk with admissions, adoptions, etc.
12. Train and supervise employees and volunteers in proper animal handling, care, and cleaning practices. Counsel and/or discipline employees as needed.
13. Perform call-outs as needed.
14. Prior to leaving at the end of a shift, insure animals are safe and secure and building is properly secured.

**Equipment Used:**

Safety glasses, rubber gloves, hose and disinfectant mixing spray attachment, shovels, mops, buckets, snow scoop, squeegee, scrub brushes, ladder, brooms, scissors, rakes, wheelbarrow, washing machine and dryer, animal crates, aquariums, spray bottles, leashes and collars, office equipment, and other tools/equipment as instructed by supervisor.

**Other materials used (as instructed and refer to Material Safety Data Sheets):**

Bleach and other disinfectants, window cleaner, soaps, shampoos, towels, pet food, old clothing/bedding, cat litter, wood shavings, hay straw, newspaper, water bottles, and other materials as specified by supervisor.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Schedule includes weekday and weekend shifts.

Wages per hour: \$11.50 probation / \$12 after probation