

Animal Caretaker Position Job Description

As a Head Animal Caretaker for the Animal Sanctuary at Julian Farm and Orchard, you are responsible for the daily care and well-being of our animals. This includes feeding, cleaning, health monitoring, and ensuring a safe and enriching environment. You will also manage animal supplies, interact with guests, and contribute to the overall operation of the sanctuary.

You will report directly to the General Manager and Owners.

Time Commitment:

Daily animal care is essential, requiring two feedings per day. Approximately one hour of feeding daily. Additional tasks include accepting feed deliveries, pen cleaning (approximately 4 hours, one to two times per week), and attending animal appointments (as needed).

Tons of potential for additional hourly work.

Compensation and Pay:

We understand that living on-site can sometimes be beneficial for certain roles, given the daily animal care requirements. For suitable candidates, the possibility of nearby farm worker housing with potential rent considerations may be discussed as a mutually beneficial arrangement.

Days Off and Cover:

The Head Animal Caretaker is to have regular days off (preferably Tuesday and Wednesday). When an animal care substitute is needed, time off requests are to be submitted. The general manager and head animal caretaker will work together to find someone to cover. The schedule will be updated accordingly.

Skills and Qualifications

- Strong work ethic and a positive attitude.
- Ability to follow instructions and work independently.
- Reliable and punctual.
- Good communication and teamwork skills.
- Ability to perform physical labor and lift as needed.
- Experience working with animals is a plus, but training will be provided.
- Ability to research and learn about the specific care requirements of various animals and identify potential health or behavioral issues.
- Eagerness to learn and develop new skills related to the role.
- Valid driver's license and reliable transportation.
- **Animal Loss:** The Head Animal Caretaker is responsible for maintaining the health and well-being of our animals. While we are dedicated to providing excellent care and preventing suffering, we understand that illness, injury, and natural death are realities of working with animals on a farm. In situations where an animal's quality of life is severely compromised, humane euthanasia, in consultation with a veterinarian, may be necessary. The Head Animal Caretaker must be able to handle these situations.

Examples of Duties:

Animal Care:

- Feeds and waters animals according to feeding instructions and established schedules.
- Cleans and organizes animals living areas such as stables, pens, cages, and yards.

- Cleans and disinfects animal equipment.
- Monitor animals for signs of illness, injury, or unusual behavior.
- Provide basic animal care and administer medications as directed; contact a veterinarian for advanced medical needs.
- Groom animals, which includes washing, brushing, trimming coats, cutting nails, and cleaning ears.
- Maintains records of information such as weight, physical condition, diet, feeding schedule, and medications given.
- Ensure animals receive appropriate exercise and enrichment activities.
- Create and implement an animal evaluation and shelter in place policy.
- Schedules appointments.

Supply Management:

- Maintains accurate on hand food supply levels.
- Submits purchase orders for other needs.
- Receive order shipments and unpackage items. Compare invoices to shipments and submit them to the general manager for bookkeeping.
- Submits all purchase orders to the general manager for approval.
- Directs management to quality and types of merchandise that best meets the needs of the farm.
- Portions out animal treats for guests and keep ticket booth/gift shop stocked with treats. Will adjust daily feeding amounts based off the number of treat portions sold.

Guest Interaction:

- Answers general questions from patrons about the animals such as behavior or habitat.
- Assist with educating guests on animals.
- Helps general manager decorate the petting zoo area.

Other Responsibilities:

- Submits lists of projects to general manager.
- Performs other related duties as assigned.