



Job Description

TITLE: Shelter Animal Groomer

Apply for this opening by clicking here: [Job Application Link](#)

FLSA: Non-Exempt (Hourly)

Created: 3/15/2017 (NEW)

REPORTS TO: Clinic Supervisor

SUPERVISES: None

Position Summary:

Responsible for maintaining the physical appearance of a variety of shelter animals that require grooming and bathing services, as well as compassionate and humane care in accordance with protocols created by The Animal Foundation.

Essential Duties and Responsibilities:

- Trim/cut/brush/comb matts from haircoat with provided grooming tools and supplies for medical, comfort and aesthetic purposes.
 - Some animals will require sedation for grooming, due to the severity of haircoat and/or behavior purposes. A Veterinarian or Licensed Veterinary Technician will assist with this procedure.
- Bathe and dry an animal that may be soiled/dirty or requiring dermatological medical care.
 - Medicated baths/dips may be requested at the order of a Veterinarian. The groomer must be knowledgeable of products used. This includes safe handling and proper use of product, as well as equipment required.
- Nail trims using traditional nail trimmers or dremel and Kwik-Stop powders.
- Possible external expression of anal glands.
- Ear cleanings and possible ear hair plucking, with appropriate cleansers, tools and supplies.
- Inspecting coat/body for any external parasites, diseases, injury and report any findings to a clinic staff member for treatment(s).
- Maintain a safe and sanitary working environment for all Animal Foundation staff members, patrons and animals. This includes cleaning and organizing grooming room/work station with proper cleansers, sanitizing bath tub, clippers, scissors, combs, brushes and other tools and equipment to prevent the spreading of diseases, emptying drains and vacuum, dusting, etc.
- Keep all animals safely restrained and under control at all times.
 - Knowledge of behavior signs and patience is required. Some animals get stressed out in unfamiliar situations and can become aggressive/scared. This can cause animals to bite, scratch, defecate, urinate, etc.
- Inventory and itemized request list for all grooming needs.
- May require some cleaning up of animal waste.
- Other duties as assigned.

Education and Experience Requirements:

- Equivalent to a high school diploma.
- Recommend at least 1 year of full time work as a Pet Groomer or apprentice.



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License and Certification Requirements:

- Certification from accredited grooming school not required, but preferred.

Required Knowledge and Skills:

Knowledge of:

- Use of equipment for all provided grooming tools and supplies.
- Basic breed specific standards for styling.
- Use of medical shampoos/dips.
- Zoonotic diseases.
- Understanding of animal behaviors.
- Standard operation of office equipment, computers and associated software.
- Communication skills with co-workers and the general public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skills in:

- Performing standard grooming procedures.
- Working with animals and demonstrating concern for their welfare.
- Treating Animal Foundation staff, volunteers, general public and animals with respect.
- Working with and identifying medical or behavioral issues that need to be brought to the attention of a clinic or behavior department staff member.
- Following and adhering to all Animal Foundation rules, protocols and programs.
- Use of business software and associated computer hardware.
- Communicating effectively in oral, written and electronic forms.
- Team contribution and communications.

Working Conditions and Physical Effort:

Physical ability and mobility to walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl. Strength to lift and/or move materials weighing up to 25 pounds frequently, 50 pounds occasionally. Vision to read printed materials. Stamina to sit and work with computer for an extended period of time. Stamina to stand for extended period of time and sometimes hunched over. Hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and scratches and occasional work outdoors for extended periods of time while exposed to cold and extremely hot temperatures.



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All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.