



JOB DESCRIPTION

TITLE: Animal Services Custodian (Part-time)
DEPARTMENT: Police
GRADE: 7
FLSA: Non-exempt
EEO DESIGNATION: Service Maintenance
REVISION DATE: 07/11/2018

POSITION SUMMARY

Perform routine custodial cleaning at the animal shelter. Cleans and maintains shelters, kennels, and feeds animals. This position is 2 to 3 times per week and most weekends for an average of 2 hours per shift.

ESSENTIAL FUNCTIONS:

- Empty wastebaskets.
- Vacuum
- Sweep, dust, mop.
- Clean restrooms.
- Inspects areas for safety hazards.
- Clean kennels and cat areas.
- Feed animals.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS:

High school diploma, GED or equivalent education or work experience required.

Must be over 18.

Must possess a valid Utah Driver License.

Must be able to lift 50 pounds.

Candidate must be able to pass background check and pre-employment drug screen



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KNOWLEDGE, SKILLS AND ABILITIES

1. Some knowledge of methods, materials and equipment used in custodial and grounds repairs and recognize need for repairs.
2. Must be able to follow specific and general instructions; learn and follow standard safety practices and procedures related to cleaning solutions.
3. Some knowledge of animal control procedures related to the care of large and small domestic animals. Knowledge and skill in handling potentially dangerous animals.
4. Must be able to develop and maintain effective working relationships with other employees and interact with the general public in a manner that demonstrates respect, integrity, courtesy and kindness.
5. Must possess the ability to perform the physical work required and organize assigned work and develop effective work methods.
6. Must be able to work Saturday and Sunday

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Continuous physical effort required in performing duties requiring walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required to use maintenance equipment. Use of cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure in inclement weather for outside duties with some disagreeable factors in both situations such as dust, dirt, grease, heat and cold. This position has exposure to stressful situations as a result of human and animal behavior. Exposure to disagreeable smells and noises, tasks can be dangerous and/or unpleasant. May need to lift up to 50 lbs on a regular basis. Unconventional working hours including, weekends or early mornings, days or late evening shifts depending upon scheduling needs.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job



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description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.