**Humane Society of Washington County**

**13011 Maugansville Road**

**Hagerstown, MD 21740**

**Job Description**

**Job Title: Prep Room Specialist**

**Department: Animal Care**

**Job Code: Non-Exempt**

**Reports To: Life-Saving Manager**

**Job Status: Part-time**

**Revision Date: April 10, 2023**

Essential Duties

Working under the direction of the Life-Saving Manager or their designee, the Prep Room Specialist functions as part of the Animal Care team - working independently and collaboratively to provide a clean, safe, healthy environment for the animals, staff, and visitors of the Humane Society.

Tasks and Responsibilities

* Ensures that dishes, laundry, and toys are cleaned, disinfected, organized, and stored neatly.
* Minimizes disease transmission by maintaining high standards of cleanliness of all items and proper use of PPE (gown, gloves, etc.)
* Assists with inventory and restocking supplies.
* Assists with cleaning carriers
* Reports all damage and needed repairs for equipment to the Life-Saving Manager or their designee.
* Sorts through donations of toys and fabrics to determine what is and is not animal safe.
* Ability to train and work with prep room volunteers.

Qualifications

* Ability to multi-task in a fast-paced environment
* Candidates must be able to work both independently and collaboratively.
* Must be able to clean in the presence of feces, urine, vomit, etc.
* Strong attention to detail and client service skills
* Strong oral and written communication skills
* Availability to work daytime, weekends, and holidays.
* Candidates must be committed to treating animals with kindness and respect.
* Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
* Ability to follow the HSWC Standards of Conduct.
* Ability to ensure shelter, storage areas, and prep room area are neat and orderly.
* Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the Life-Saving manager or their designee.
* Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting all near misses and accidents
* Other duties as assigned.
* Must be able to stand for extended periods of time.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*