

Carolina Wildlife Center

Job Title: Housekeeping Associate

Status: Part-time, 20-30 hours per week, depending upon season

Hours: Varies, day, evening, and weekend

Rate: \$8.25

Overview:

The Housekeeping Associate is responsible for creating a clean and orderly environment for our wildlife patients, staff, volunteers, and guests. Maintaining a safe and clean work and living environment is essential for the care of the animals and caretakers.

Job Duties:

Perform a variety of cleaning activities such as sweeping, mopping, sanitizing work surfaces, doing dishes, doing laundry, and taking out the trash and recycling.

Ensure the bathroom is always clean and sanitized and is adequately stocked with supplies, including paper towels, hand soap, and toilet paper.

Ensure the kitchen, lobby, clinic, back porch, and intake area is always clean and neat. Sweeping, mopping, cleaning dishes, and doing laundry are daily tasks.

Assist the staff and volunteers with meal preparation for a variety of wildlife patients. **Please note that Peanut Butter is used in our kitchen.

Maintain the wash pad cages and ensure the outdoor wash pad area is neat and tidy.

Check stock of all cleaning supplies and notify the Director if supplies are running low or depleted.

Make sure all equipment is operating and notify the Director of any damages or malfunctions.

Other duties/tasks as assigned by the Director.

Qualifications:

Must be 18 years of age

Highschool Diploma or GED is preferred

Prior work in an animal care or shelter facility is a plus, but not required

Comfortable working around wild animal species

Ability to communicate in English

Be detail-oriented, flexible, and reliable

Be able to stand, squat, kneel, bend and be on your feet for long periods

Be able to lift at least 25 pounds

Have reliable transportation