



CHARLOTTESVILLE-ALBEMARLE SPCA JOB DESCRIPTION

Position: Crematory Operator
Schedule: Part-time
Job Status: Non-Exempt
Reports to: Director of Operations
Revision Date: 8.28.2017

Summary

This position operates the shelter's crematorium, and assists in general cleaning and facility maintenance. We are looking for service superstars who are very able-bodied, reliable, ready to learn on the job, and can work efficiently with minimal supervision, while upholding the CASPCA's dedication to team work and customer service.

Essential Duties and Functions

Responsibilities:

- Operates crematorium and processes cremations;
- Appropriately disposes of animal remains;
- Picks up deceased pets from veterinary hospitals;
- Keeps the euthanasia room & freezer clean and organized;
- Keeps area surrounding incinerator safe and organized;
- Maintains extremely clean, organized storage of all equipment and supplies;
- Conducts weekly pickups of supplies including but not limited to pet food, litter, and newspaper
- Performs simple repairs for the shelter, and completes cleaning tasks as needed
- Performs other duties as assigned.

Physical Requirements and Work Environment:

- Must be able to lift and transport materials weighing up to 80 pounds.
- Must be able and willing to handle animals effectively and humanely.
- Must have a high level of manual dexterity.
- Must be able to repeatedly bend and squat.
- Must be able to stand for significant periods of time.
- Will have exposure to disinfectant solutions.
- Must be available to work weekends and holidays as needed.
- Must be in good physical and mental health with no allergic condition, which might be aggravated by exposure to animals.

Qualifications:

- High school degree required
- Shows maturity, good judgement, and performs duties in a professional manner.
- Ability to work independently, and plan and implement projects with little supervision.
- Ability to quickly adapt to new software and systems.
- Valid Virginia Driver's License in good standing.

Employee Acknowledgement:

Signature of Employee: _____ **Date** _____

Print Name: _____