



## **Humane Animal Partners**

humaneanimalpartners.org | @hapdelaware

### **CAT Animal Caretaker (Part-Time, Wilmington)**

Department: Animal Care

Reports to: Cat Department Manager

FLSA Status: Non-Exempt

Salary: Union Position, from \$13.50

Humane Animal Partners (HAP) is currently hiring a part-time CAT Animal Caretaker at our Wilmington, DE location. This position will report directly to the Cat Department Manager. Weekend and/or evening shifts will be expected.

---

### **Duties and Responsibilities:**

- Prepares food for and feeds animals regularly.
- Ensure all animals have water.
- Washes and disinfects all animal food and water bowls every day prior to feeding.
- Cleans and disinfects inside and outside of all dog kennels, walls, floors, and on all cages every day.
- Inspects all cages/kennels several times a day to ensure that any animal waste is picked up immediately.
- Ensure all litter pans are clean and kept clean throughout the day.
- Cleans and disinfects the inside of all cattery cages, cattery walls, and ensures that the cattery is kept clean throughout the day.
- Maintains a neat and orderly appearance of all kennel areas.
- Washes and disinfects all cat and dog carriers used for transporting every day.
- Delivers animals to medical staff for medical procedures.
- Provides continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Cat/Dog manager.
- Assists in cleaning, sweeping, and mopping all areas of the facility.
- Stocks food items and assists in the transfer of donated food to the proper areas.
- Washes blankets, towels, and rags used in the cleaning and housing of the animals and the facility.
- Ensures cage cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location.
- Assists customers, volunteers, and other staff with any assistance they may need regarding any animal.
- Performs any other duties as assigned by the Director of Animal Care, Cat and Dog Department Managers, Medical Director, and Executive Director.

---

**Education and Experience:**

- Highschool diploma or equivalent preferred
- Experience volunteering or working in an animal shelter setting preferred

---

**Compensation and Hours:**

- Part-time, 4-8 hour day shifts (15-29 hours per week)
- Weekend/holiday shifts may be required
- Salary: From \$13.50 per hour
- Benefits:
  - Employee discount
  - Flexible schedule
  - Health insurance
  - Life insurance
  - Paid time off

---

**Application Question(s):**

- Have you ever volunteered or worked at an animal shelter/rescue? If yes, please describe.

**To apply, email your resume to Operations Coordinator at:**

**[hr@hapde.org](mailto:hr@hapde.org)**