

Title: Cleaning Associate

Department: Operations, reporting to the **Director of Medical Operations**

Primary Function: Cleaning of clinic areas. Provide assistance to medical staff as required for cleaning and preparation of surgical instruments and clinic areas following day's clinic schedule.

Essential Duties and Responsibilities

- Clean and sanitize clinic spaces to include all surgery and exam areas, reception, bathrooms, and office space
- Clean and sanitize kennels, cages and equipment used for day's surgery
- Assist in preparing kennels and clinic for next day's surgery
- Wash, dry, fold and put away laundry
- Clean and pack surgical instruments; autoclave operation as necessary
- Assist with transferring cats in carriers from recovery areas to reception for client pick up
- Maintain a clean and safe work environment.
- Other duties as assigned.

Job Conditions

- Environment is conducive to injury from needles, scalpels, bites and slippery surfaces.
- Moderate noise environment, lifting (up to 40 lbs.) and bending.
- Exposure to irritating and toxic chemicals.
- Reports to Director of Medical Operations
- May have unsupervised duties.
- Standing on feet for 3-4 hours per day with walking.

Qualifications

- High School Diploma or GED
- Must be able to work some evenings, weekends, and holidays
- Ability to work independently be self-motivated and detail-oriented
- Valid New York State driver's license, or the ability to obtain within one year

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is regularly required to use hands and fingers, talk, and hear. The incumbent is frequently required to stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch. The position holder must be able to regularly lift and/or move up to 40 pounds.
- Specific vision abilities required for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- While performing the duties of this job this position may be exposed to animal odors or airborne particles.
- The noise level in the work environment is usually moderate.

Knowledge, Skills, and Abilities:

A highly motivated, out-going, polite individual with a professional manner with co-workers and the public. A team player, able to work in a fast-pace environment and handle several tasks at once.

No medical restrictions to animal contact.