



**Job title:** Seasonal Day Porter  
**Reports to:** Animal Care Manager  
**FLSA Status:** Hourly, Non-Exempt  
**Employment Status:** Part-time seasonal  
**Rate of Pay:** \$15.15/hour  
**Oversees/Manages:** N/A

### **Summary of Responsibilities**

The Seasonal Day Porter is an essential supportive role within the Mohawk Hudson Humane Society's talented and dynamic operations team. Seasonal Day Porters assist with cleaning and sanitizing the shelter, doing dishes and laundry, and restocking supplies. While Seasonal Day Porters do not have any direct animal handling responsibilities, training opportunities may be available to gain experience in animal care, behavior work, veterinary services, and clerical tasks.

### **Schedule**

This is a seasonal employment opportunity open from May – August 2023. The hours for this position are typically 8:30am – 2:30pm, one (1) to five (5) days per week. Consistent availability each week is required.

### **Essential Duties**

- Cleans and sanitizes equipment, rooms, and common spaces according to MHHS' protocols
- Washes laundry and dishes throughout the day
- Organizes and stocks holding rooms and adoption floors daily to ensure continued productivity
- Maintains the kitchens in safe, clean, uncluttered condition
- Remains flexible in times of change
- Works well as part of a team, asking for and providing help freely
- Other duties as assigned

### **Qualifications**

- High school diploma/GED or two years of consistent work experience
- Excellent emotional regulation
- Valid NYS drivers license or government ID
- No medical restrictions to working in close proximity with animals

### **Physical Requirements**

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 40lbs.
- Specific vision abilities for this position include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to focus.
- 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.

**Working Conditions**

- The ability and willingness to work on holidays is required.
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors.
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels.
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles.

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Employee Signature and Date

X

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Employee Print Name