



1301 E. 53<sup>rd</sup> St  
Davenport, IA 52807  
563) 386-1445  
info@creeksidevetia.com

## JOB DESCRIPTION: CUSTODIAN

### POSITION SUMMARY

The custodian maintains the cleanliness and performs general maintenance of the hospital. The custodian may provide daily care and feeding of hospitalized pets. He/She cleans all kennels, and may be asked to take hospitalized dogs outside to urinate and defecate. The custodian promptly notifies technicians and veterinarians when a pet needs medical attention. The custodian also receives and stocks all dietary items. This is a position in which attendance is essential.

Reports to: Hospital Manager

### JOB RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

#### CUSTODIAN DUTIES

- Clean hospital according to daily/monthly/quarterly task schedule
- Perform general maintenance duties according to same schedule
- Perform unique hospital cleaning tasks and general maintenance as necessary
- Break down cardboard boxes, remove recyclables daily, and transport recyclables to recycle center
- Adds cleaning items needed on Hospital Manager "need list"

#### KENNEL DUTIES

- Provide compassionate care to hospitalized patients when interacting with them
- Read and follow all kennel cards for eating, drinking and elimination instructions
- Collect any samples requested by the doctor, technician, or as indicated on the kennel card
- Feed and water animals as required and according to schedules
- Walk hospitalized dogs outside to urinate and defecate as required
- Report any abnormal pet activity to technicians or doctors
- Clean and disinfect canine kennels and runs as needed
- Clean feline litter boxes and disinfect kitty condos
- Clean and disinfect all used food and water bowls
- Remove, launder and restock all soiled bedding, DVM smocks, and other miscellaneous items
- Properly assist staff with animal restraint
- Perform cremations, create clay paws, prepare ashes, and assemble urns as needed
- Writes hospital inventory items needed on technician supply list

#### DIETARY STOCK

- Inspect and receive incoming food orders and verify quantity against vendor paperwork, ensuring proper credit when appropriate

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- Maintain food storage supply and display areas
- Writes dietary items needed on technician need list

## EDUCATIONAL REQUIREMENTS & SKILLS NEEDED

### EDUCATIONAL REQUIREMENTS

- High school diploma or equivalent
- Experience in caring for animals, proper restraint techniques preferred

### SKILLS NEEDED:

- Ability to read and comprehend instructions
- Effective communication with hospital team members
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

### PHYSICAL OBLIGATIONS:

- Able to lift patients and carry equipment up to 25 pounds; ability to lift patients or carry equipment over 25 pounds with assistance
- Endure sitting, standing and walking on hard floor surfaces for extended periods
- Able to work in noisy work conditions with sounds from animals and equipment
- Take safety precautions for exposure to toxins, drugs, anesthesia, radiation, and uncooperative patients