



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Laboratory Animal Caretaker

JOB SUMMARY

Responsible for the care and feeding of laboratory animals, and the maintenance of facilities. Responsible for monitoring environment in which laboratory animals are housed. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Animal Facility

Supervises: May supervise Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Inspects animal rooms for food, water, and bedding.
Monitors daily routines including feeding, cleaning, and caging.
Observes animals for illness, and/or unusual behavior.
Organizes room set up for investigators.
Reports unusual problems involving animal care equipment and environmental control systems.
Hires, trains, supervises and assists student assistants in the proper care and handling of laboratory animals, including feeding, cleaning and caging.
Checks inventory and requisitions supplies such as food, bedding, and cleaning agents.
Maintains the security of the care facility.
Monitors the animal facility environment.

ADDITIONAL DUTIES

Attends IACUC meetings.
Maintains required records.

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

One year of experience preferred. Familiarity with special species and specific requirements helpful.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of animal care procedures as required by Public Health Services Policy.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is

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performed primarily indoors in an office and/or laboratory setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.