



Sanctuary Cat Carer & Sanitation Manager

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organization in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilizes, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programs on animal welfare. Soi Dog Foundation is also actively working to end Asia's dog meat trade.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**. Its core values are compassion, honesty, integrity and transparency.

For more information, please visit www.soidog.org

JOB DESCRIPTION

Job Title and Summary: The Sanctuary Cat Carer & Sanitation Manager will provide leadership and guidance to animal carers and cleaners working in the facilities under their supervision, within SDF shelter in Phuket. The Sanctuary Cat Carer & Sanitation Manager will oversee Cattery, Shelter Vet Clinic and Kitten/Neonatal room cleaning/feeding staff (animal carers). He/she will work closely with the Sanctuary Director, Sanctuary Dog Carer Manager, Sanctuary Veterinary Support Staff Manager and Sanctuary Veterinary Manager to ensure high sanitation and hygiene standards are met and maintained.

Key Responsibilities:

- Provide leadership and supervision to animal carers working within facilities at SDF's shelter in Phuket (Cattery, Shelter Vet Clinic and Kitten/Neonatal room).
- Work closely and in cooperation with the Sanctuary Dog Carer Manager, Sanctuary Veterinary Manager and Sanctuary Veterinary Support Staff Manager, and report to the Sanctuary Director.
- Responsible for efficiently supporting a variety of operational facilities in their sanitation and cleaning needs; work in conjunction with Management Team as needed to assure readiness for upcoming projects
- Demonstrates good time management in planning work schedules to ensure deadlines are met.
- Establishes standards and procedures for work of carers. Will be required to train staff and lead by example.
- Assists in the development, organization and participation of staff in departmental training programs; provides on-going supervision and coaching to improve operations with positive reinforcement and goals.
- Accountability for Departmental stock & inventory control. Periodically inventories supplies and requisitions and distributes supplies and equipment; places orders as required. Maintains records of supplies used.

- Daily inspects and evaluates cleanliness and physical condition of facilities, and submits reports to Director of Operations & Maintenance Department of recommendations for painting, repairs, furnishings, replacement of tools and equipment, etc.
- Ensure all safety procedures are followed
- Oversee the daily feeding routine for the Cattery, Shelter Vet Clinic and Kitten/Neonatal room.
- Enforce biosecurity practices to limit the potential transmission of infectious disease
- Review the cleaning supply rooms on a daily basis to ensure they are stocked and maintained in a neat and orderly manner
- Maintain records and daily log
- Understand basic principles of hygiene and disinfection, establish and monitors checklists to ensure standards for cleanliness and appearance of all areas of the hospital
- Oversee the hiring, reviewing, disciplining and termination of employees (animal carers, cleaners) in conjunction with the HR department
- As part of the Soi Dog team, to be willing to assist with tasks that are outside of the job description as needed.

Department and Supervisor: The position is within the Department of Animal Welfare. The Sanctuary Cat Carer & Sanitation Manager reports directly to the Sanctuary Director.

Skills and Qualifications: Thai Nationality ONLY. This person should possess a degree in Environmental Sciences, preferably diploma in Public Health, have excellent communication skills and strong leadership qualities. This person should speak English to at least a communicative level, knowledge of Burmese language is an advantage. This person must be diligent, have the ability to work with a diverse staff group and maintain a positive attitude. Work experience in a veterinary hospital or animal shelter facility is an advantage. Prior working experience in staff management or a similar role is highly desirable. Basic computer skills (MS Office etc) is mandatory.

Location: Mai Khao, Phuket

Type of Employment: Full-time position

Probation Period: The position will be offered under a three-month probation period. Upon successful probation, the role will be a permanent full-time position.

Benefits:

- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department.)
- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

HOW TO APPLY

Please send your CV, together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org

Only Short-listed candidates will be contacted. The recruitment for this position will continue until the position is filled.