



## JOB DESCRIPTION

<b>Job Title:</b>	Animal Care Attendant
<b>Incumbent:</b>	Vacant
<b>Department:</b>	Animal Care
<b>Reports to:</b>	Director of Operations (and Lead Animal Care Attendants)
<b>FLSA Classification:</b>	Non-exempt (eligible for overtime) Part Time
<b>Supervises:</b>	No
<b>Created / Update</b>	December, 2016

### POSITION OVERVIEW

The Animal Care Attendant is responsible for overseeing appropriate care of animals (including feeding/watering, socializing, exercising and enrichment) and to ensure clean and humane living conditions for all animals housed within the shelter.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

#### All Animal Care Attendants

- Work cooperatively with other staff and volunteers as a team to ensure that all animals receive proper care, strive to improve the quality of life for our resident animals
- Exhibit a humane and caring attitude at all times towards the animals in our care
- Use a humane and safe approach in all handling and restraint of animals, striving to maintain safety and security for the animals, staff, volunteers, and the public
- Carry and safeguard a shelter-issued communication radio at all times and remain in constant contact with your lead and co-workers
- Adhere to the cleaning procedures as detailed in the Standard Operating Procedures and protocols for animal care, kennel maintenance, sanitation, parasite and disease control, and other animal care practices
- Maintain animal housing areas and the shelter as a whole, keeping the shelter in a clean and sanitary condition
- Perform kitchen and laundry duties, disinfect portable cages/kennels as needed
- Provide careful, ongoing observation of animals throughout the shelter to see that the animals are safe, healthy, clean, and comfortable - promptly notify appropriate staff if any animal shows signs of stress, injury, or illness
- Provide prompt and proper receiving and kenneling of new animals entering the shelter
- Move animals to different housing areas of the shelter; or for medical checks, play groups, or in preparation for transport as directed
- Assist medical staff or adoption counselors with handling animals during exams, vaccinations, medical treatments, or introductions to potential adopters
- Use the shelter's computer animal database program (PetPoint) to keep accurate computer records at all times including current location within the shelter
- Answer calls to the after-hours telephone line when the shelter is closed
- Report any maintenance issues to appropriate staff
- Maintain security by ensuring animal housing areas and individual kennels are kept locked, ensure exterior doors and gates are locked when shelter is closed
- May be asked to provide temporary care for underage animals in the shelter while awaiting transfer to foster care

- May be asked to take dogs outside when volunteers are not available or for dogs who are designated to be handled by “staff only”
- May be asked to use shelter vehicle to transport animals locally
- May be asked to assist in training new staff or volunteers
- May be asked to participate in adoption and community outreach events
- **Leadership** – Maintain a positive, upbeat role, promote and exemplify Shelter values and represents departmental objectives and interests to internal and external customers
- **Customer Service** – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- **Teamwork** - Develop and promote teamwork and cooperation among co-workers
- **Safety** – Comply with established safe work practices and attend to all safety-related training provided or made available by the Shelter
- Other duties as assigned

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- High School Graduate or G.E.D
- Prefer at least one year of experience caring for animals in an animal facility

**Required Technical / Other Skills and Abilities**

- Must have basic knowledge of animal care
- Must have basic computer skills
- Must be comfortable working with animals of all types
- Must have good teamwork approach
- Must be flexible and willing to work varying shifts, holidays and weekends

**PHYSICAL DEMANDS** – Also see attached “*Physical Demands of the Position*”. Must be able to do repetitive bending, kneeling, stooping and similar movements required, must be able to lift 50 pounds to waist, to physically restrain dogs weighing up to and including 100 lbs.

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

Signed - Employee	Date:
Signed – Supervisor	Date:

cc: Incumbent, Supervisor, Personnel File

## PHYSICAL DEMANDS OF POSITION

Job Title: Animal Care Attendant Date: 9/24/2015  
 How many hours are worked per day? 6-8

**When completing this form, look at the job from a typical/average workday perspective.**

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time. 50 lbs. 10% of the time

**Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds. 50 lbs. 10% of time

**Does this job have any special vision requirements? Check all that apply.**

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**List specific job duties that require the physical demands selected above:**

Pushing/Pulling cat attendant cart  
 Lifting large dogs and surgical table  
 Cleaning bottom level of cage portables  
 Cleaning very top shelf of cat condos