



JOB TITLE: Animal Care Attendant

FLSA STATUS: Nonexempt

REPORTS TO: Animal Services Manager

SUPERVISES: N/A

JOB SUMMARY:

The Animal Care Attendant is responsible for ensuring the proper care, overall health and welfare of all animals in both the isolation areas and the general population. Attendant maintains a clean environment for the animals. Attendant monitors and notes behavior of animals and works with prospective adopters to assist in making a compatible match between the personality of the dog or cat and the needs of the adopter. Attendant ensures animals are up to date on vaccines and medical treatments. Attendant works closely with the public, volunteers and other staff displaying a professional appearance and having a courteous and helpful demeanor at all times.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provide daily care and maintenance of all animals by cleaning and disinfecting kennels and cages, feeding and watering, walking, administering medications and treatments as directed.
2. Assist volunteers with training and assume control of or restrain hard to control animals.
3. Maintain accurate records of daily behavior, medications, intake files and other reporting as required.
4. Assist in showing animals and working with adoptive families to understand their needs and identify animals that will be a good match based on the animal's personality, level of energy and aggression.
5. Ensure that animal receives all final treatments and vaccines prior to adoption.
6. Lift up to 40 pounds and be able to restrain large dogs or fractious cats when necessary to maintain the safety and health of the public and volunteers.
7. Observe animal behavior and appearance and activity for general physical condition, obvious signs of illness, disease and discontent and report any findings to Shelter Veterinarian immediately
8. Is very familiar with each animals availability and adoption suitability and assists other staff members and volunteers who show animals to the public
9. Implement behavioral enrichment programs and activities as requested by behavior enrichment coordinator or management team

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Perform work according to established methods specified in the Standard Operating Procedures Manual, and the Personnel Policy Handbook.
- Thoroughly clean and disinfect all animal areas to ensure no cages or kennels are soiled and odors are not apparent.
- Perform needed cleaning and maintenance of all the equipment and tools used in the job assignments.
- Observe volunteers who clean and maintain animal areas; alert management and the Volunteer Coordinator to any potential problems

- Records daily observation sheets to assigned canines or felines
- Make sure animals are properly identified on their kennels/cages
- Feed each animal as marked on their feeding cards
- Restocking of supplies
- Spot cleaning of animal areas and public areas throughout the day
- Ensure that all routine vaccines and medical treatments are given in a timely manner (will train)
- Assists with receiving incoming animals, setting up kennels, files, reports, starts protocol on all new intakes; if the animal is in need of medical attention consult with the Shelter Veterinarian ASAP
- Provides in person and telephone adoption counseling
- Disposable gloves must be worn if there is contact with urine or feces.
- Other duties as assigned

DOG AREA:

- Once the dog is selected for adoption, staff needs to ensure that the following has been done
 1. Adult Canine: DHPP and Rabies had been given according to vaccine protocol
 2. Puppy: under 4 months, DHPP was given in the last 3 weeks
 3. Preventative has been given in the last month- heartworm, frontline
 4. Dog/Puppy is Bright, Alert and Responsive (BAR); take shelter vet if questionable
 5. Eyes are clear
 6. Ears are clean
 7. Nails are trimmed
 8. Chart has been moved and updated in the computer
 9. Medical history has been added to the book
 10. Cage card is made
- Supervises volunteers who walk dogs and provide instructions to improve the dog's behavior
- Walk the dogs a minimum of 3 times per day according to walking schedule; in all types of weather
- Other duties as assigned

CAT AREA:

- Once the cat is selected for adoption, staff needs to ensure that the following has been done
 1. Adult Feline: DHPP and Rabies had been given according to vaccine protocol
 2. Kitten: under 4 months, DHPP was given in the last 3 weeks
 3. Preventative has been given in the last month- heartworm, frontline
 4. Cat/Kitten is Bright, Alert and Responsive (BAR); take shelter vet if questionable
 5. Eyes are clear
 6. Ears are clean
 7. Nails are trimmed
 8. Chart has been moved and updated in the computer
 9. Medical history has been added to the book
 10. Cage card is made
- Make sure cat loft is free of clutter
- Sanitize and clean all litter boxes/scoops
- Takes out Trash in the AM
- All dishes done and put away before opening
- Debris is to be removed from the collection area of the drain
- Ensures that all cats remain in their assigned rooms or cages to prevent the spread of disease
- Other duties as assigned

PHYSICAL REQUIREMENTS:

1. Must be able to bend, stoop, lift, reach, twist and walk large and small dogs.
2. Ability to walk dogs at least three (3) times/day in all types of weather from extreme heat to extreme cold.
3. Must be able to lift 40 pounds
4. Must be able to learn to handle factious cats
5. Must be able to work in a loud environment
6. Must be able to go up and down stairs
7. Must be able to talk clearly and communicate well to the public, staff and volunteers

EDUCATION/LICENSES/CERTIFICATIONS:

High School Diploma or equivalent. Must have valid drivers license.

MINIMUM EXPERIENCE:

Knowledge and experience of handling animals is a plus. On the job training is provided.

ADMINISTRATIVE

EMPLOYEE SIGNATURE: _____

DATE: _____

JOB DESCRIPTION APPROVED BY: _____

DATE: _____