## **Job description**

**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:**

* 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.
* Assist volunteers with training and restrain hard to control animals.
* Maintain accurate records of daily behavior, medications, intake files, and other reporting as required.
* 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.
* Ensure that animal receives all final treatments and vaccines prior to adoption.
* 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.
* Observe animal behavior, appearance, and activity for general physical condition, obvious signs of illness, disease, and discontent. Report any findings to Shelter Veterinarian immediately.
* Know each animal's availability and adoption suitability and assist other staff members and volunteers who show animals to the public.
* 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.
* Restock supplies.
* Spot clean animal areas and public areas throughout the day.
* Ensure that all routine vaccines and medical treatments are given in a timely manner. (Will receive training.)
* Assist 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.
* Provides in person and telephone adoption counseling.
* Observe biosecurity protocols, including wearing gloves and proper personal protective equipment.
* Other duties as assigned.

**HOURS**

Our shelter is open 7 days a week, and staff must be available to work weekends and holidays. Workdays vary, 5 days a week, 40+ hours, 8:30am-5:30pm with occasional later end times.

Job Types: Full-time, Part-time

Pay: From $15.00 per hour

Expected hours: 40 per week

Benefits:

* Dental insurance
* Employee discount
* Health insurance
* Paid time off
* Vision insurance

Shift:

* 8 hour shift
* Day shift

Work Days:

* Every weekend
* Holidays
* Monday to Friday
* Rotating weekends
* Weekends as needed

Work Location: In person