

## **JOB DESCRIPTION**

**Position Title:** Part Time Animal Care Attendant

**Department:** Animal Control

**Accountable To:** Shelter Manager

**Supervises:** None

**Date:** January 2017

### **POSITION SUMMARY**

The Animal Care Attendant is responsible for the overall care of all the animals within the shelter. The responsibilities will vary based on the needs of the shelter.

### **DUTIES AND RESPONSIBILITIES**

1. Adheres to the cleaning procedures set forth by the shelter manager for animal care, kennel maintenance, sanitation, parasite and disease control, and other animal care practices as instructed.
2. Responsible for maintaining the animal housing areas and the shelter as a whole in a clean and sanitary condition. This includes morning cleaning and disinfecting, and ongoing cleaning and maintenance throughout the day. Fresh water must be available and easily accessible to each animal at all times.

3. Must maintain a humane and caring attitude at all times towards the animals in their care. Caretakers must be knowledgeable about proper handling and restraint of animals. Teasing, neglect or any instances of animal cruelty WILL NOT be tolerated and will result in immediate dismissal.
4. Responsible for careful observation of animals in runs and cages throughout the day, to see that the animals are safe, healthy, and comfortable. Each animal should have access to clean and dry bedding.
5. Responsible to promptly notify Shelter Manager if any animal shows signs of stress, injury or illness.
6. Responsible for assisting in prompt and proper receiving and kenneling of new animals brought into the animal shelter. These duties include: examining the animal for injuries, abnormalities, or signs of illness. Vaccinating each animal with appropriate vaccines, worming, applying flea and tick medications. Taking intake photos for later use on social media and adoption sites. Placing animal in a clean kennel with water, food, and fresh bedding. Intake paperwork and logging of animal. Placing name card on kennel.
7. Responsible for assisting citizens in the kennel area looking for a lost pet or seeking to adopt an animal. Our goal is to increase the adoption rate and do all we can to ensure adopted animals are well matched with their new owners. Caretakers are expected to be courteous to the public and give them accurate information about the animals in our care and The White County Animal Shelter.
8. Must demonstrate a low level of absenteeism and tardiness as a condition of continued employment. We expect all our employees to share our sense of commitment to the animals in our care.
9. Performs other duties as assigned. There is never a time at an animal shelter when all the work is done and the animals have been given enough attention.

10. Works cooperatively with volunteers in partnership to improve the quality of life for the resident animals. Reports any problems or concerns to the Shelter Manager rather than addressing a volunteer directly.
  
11. Represents White County Animal Shelter in a professional manner at all times.

### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

1. Work is performed in a kennel/shelter setting both indoors and outdoors.
  
2. Frequent bending, reaching, kneeling, walking, and standing on feet while performing job duties.
  
3. Often requires lifting and carrying materials weighing 40 - 60lbs. Frequently requires handling of materials up to 20 lbs. Additionally, handle dogs weighing up to 150 lbs. Walking and/or standing for long periods. Frequently work in a bent position. May be required to use strength or agility in capturing and restraining stronger, more active animals.
  
4. Exposure to disinfectant solutions when cleaning.
  
5. Exposure to various weather conditions when working outdoors.
  
6. Subject to animal bites and scratches, and animal excrement while handling animals of questionable temperament.
  
7. Consistently exposed to animals and animal allergens under conditions with limited alterations available.

### **QUALIFICATIONS (REQUIRED)**

1. Available to work weekend and holiday shifts
2. Valid Driver's License
3. High School Diploma or Equivalent

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Commitment to the mission, values, goals, and success of The White County Animal Shelter.
2. Highly motivated, out-going, polite, and professional manner
3. Team player, able to work in a fast paced environment and multi-task
4. Compassion for animals, comfortable working in a shelter environment and willing to accommodate animals in the work place.
5. Knowledge of animal breeds and behaviors helpful.
6. Basic office and computer skills.