

Position Title: **Animal Care Attendant Job Description**
Part-time position, approximately 20 hours per week

Purpose of Position:

To perform all necessary work involved in maintaining the dog and cat housing areas in a sanitary and pleasant condition and be responsible for the welfare and disposition of the dogs and cats, including cleaning, feeding, administering medications, exercising and socialization; to provide general maintenance of facility and equipment used.

Duties and responsibilities:

1. Maintain the cat and dog housing areas, and the shelter facility in a sanitary and pleasant condition.
2. As part of kennel and cage cleaning duties, interact with animals to help them learn basic obedience and/or socialization skills.
3. Launder animal bedding and other items as necessary.
4. Groom and exercise animals as necessary.
5. Be aware of and report and sickness, disease or injury of any of the animals, and give prescribed medications as required.
6. Maintain other shelter areas – sweep, mop as needed, vacuum, empty garbage, etc.
7. Notify Manager of products that need to be ordered.
8. Other duties that may be required or assigned.

Individual must:

1. Be able to learn assigned tasks readily, be detail-oriented, and be able to follow instructions.
2. Be able to deal tactfully and effectively with the public.
3. Be able to acquire a working knowledge of state, county and city laws and ordinances relating to the care, treatment and regulation of animals.
4. Learn how to control animals with patience and kindness.
5. Be able to lift up to 50 pounds, work both inside and outside in all weather conditions in a very physically demanding job, and be able to stand for long periods of time.
6. Must have the ability to work weekends, holidays and split shifts as required.
7. Be very reliable, with a reliable form of transportation.
8. Have a genuine affection for animals and a desire to provide them with sanitary and pleasant living conditions.
9. Be able to work independently without supervision.

Work Environment

While performing this job, the employee is regularly exposed to wet and/or humid conditions, live animals of varying temperaments, strong odors, cleaning chemicals and a noisy environment.

The above is intended to describe the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.