

Animal Care Attendant Job Description

INTRODUCTION

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

Duties will include:

- To observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- To thoroughly clean and disinfect all areas of the shelter as often as is necessary.
- To determine the type and amount of food animals receive.
- To take charge and/or handle animals as required and to restrain hard to control animals.
- To walk dogs several times a day to provide exercise and time for elimination of bowels and bladder.
- To perform needed cleaning and maintenance of all equipment and tools used in job assignments.

Job Summary:

• Under direction of the Animal Care Manager, provides for the constant cleanliness of cages, runs and shelter areas and the proper feeding and care of all shelter animals.

Major Duties:

- Follow the shelter procedures.
- Unpacking, labeling and stocking of shelter supplies and donations
- Make sure animals are clean and smell fresh.
- Recognize and records any unusual condition or abnormal behavior of any shelter animal.
- Report signs of illness, disease, injury or unusual activity to technicians/veterinarians.
- Feed each animal as prescribed by the attending D.V.M. and records appetites.
- Receive animals to be admitted for shelter care and is responsible for their proper identification and for recording their respective locations.
- Release animals to their owners as directed by customer service or the shelter manager.

- Assist doctors, technicians, treatment assistants and other personnel with the administration of medications or with restraint.
- Make sure cages and animals are properly numbered and identified.
- Cleans and sanitizes all cages, runs, and related areas.
- Wash and dry towels and blankets.
- Wash and sterilize water and food bowls.
- Perform general cleaning.
- Empty trash.
- Patrol shelter grounds *daily*, picking up any trash and stool material.
- Maintain equipment used to complete job assignments and keeping such equipment and tools in good working condition. Do minor repairs on such equipment as needed and notifying management as to major repairs needed or new equipment necessary to adequately complete assignments. Keep equipment and tools put away in proper storage areas.

Shelter Specific Duties:

- Monitor behavior and work with trainers
- Coordinate with outside vendors and institutions
- Assist with adoptions
- Coordinate transport and intake of animals with outside rescue groups, shelters and partner groups
- Assisting and authorizing with euthanasia
- Coordinating animal selection and transporting for media events

Skills and Knowledge:

Apply knowledge and skills in controlling/handling individual animal temperament. Have ability to gain animal confidence when restraining them for transport, grooming and/or treatment.

Housekeeping and laundry duties for all areas.

Ability to restrain for procedures performed by technicians or doctors.

Knowledge of common diseases, their symptoms and means of transmission, administration of oral medications, assessment of change in animal status.

Minimum Qualifications:

Physical Effort: Often requires lifting and carrying materials weighing up to 40 lbs. 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.

Working Conditions: Work is normally performed inside; some outside work is required.

Exposure to unpleasant odors and noises.

Exposure to bites, scratches and animal wastes.

Possible exposure to contagious diseases.

Knowledge of: Cleaning and disinfecting methods and the use and care of cleaning materials and equipment.

Proper methods of animal restraint.

Ability To: Use cleaning materials and equipment with skill and efficiency.

Perform moderately heavy physical labor.

Learn to administer medications and recognize abnormal conditions.

Understand and carry out oral and written directions.

Education: High School Diploma and required certifications.

Required Qualifications:

Knowledge of: Basic animal behavior

Experience: Previous experience in an Animal Shelter or related field preferred

Contact steve@monmouthcountyspca.org to apply.