

Position Title: Animal Care Attendant
Department: Animal Shelter
Reports To: Shelter Manager
Classification: Full Time or Part Time

Summary:

The Animal Care Attendant is responsible for humane animal care.

Essential Duties and Functions:

Animal Care

- Provide adequate food and water to shelter animals daily
- Monitor animals and immediately report health or behavior abnormalities to supervisor
- Participate in stress and disease reduction efforts through purposeful and compassionate handling and placement of animals in the shelter environment
- Perform animal bathing and basic grooming
- Assist with animal evaluation and treatment
- Provide rotated breaks for dogs
- Animal inventory
- Being aware of animals' special needs (i.e., requires soft food, requires less/more food, cannot share a kennel etc)
- Relocate animals to make space or to appropriate areas

Facility Care

- Follow established disease protocols to daily clean, disinfect, and maintain shelter grounds, kennels, cages, and general areas
- Operate laundry and dishwashing equipment
- Restock cleaning areas with supplies and equipment
- Maintain equipment in working condition, report equipment or supply needs to supervisor
- Maintain work and general areas in an organized manner
- Lawn Care

People Care

- Practice and encourage the humane treatment of animals
- Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs, and events
- Provide direction for volunteers when appropriate

Provide customer assistance when appropriate
Notify Medical Manager or Shelter Manager of any location changes

Additional Duties

Administer medicines and update medical records, receiving cards and Shelter Manager Software
Maintain updated and accurate animal records
Obtain shelter supplies

Safety

Ensure a safe work environment; follow all safety guidelines, including PPE, and modeling safe work practices
Take immediate action to address any safety concerns that could put a staff member, volunteer, animal, client, or the organization at risk
Maintain safe animal and chemical handling practices

Physical Requirements and Work Environment:

Work is performed in a kennel/shelter setting and outdoors.
Frequent bending reaching, kneeling, climbing stairs, walking, and standing on feet 8-10 hours per day while performing job functions.
Exposure to disinfectant solutions when cleaning.
Exposure to various weather conditions when working outdoors.
Subject to animal bites and scratches when handling animals of questionable temperament.
Occasional lifting of up to 50 pounds.
Consistently exposed to animals and animal allergens under conditions with limited alterations available.

Reporting relationships and Contacts:

Reports to Shelter Manager

Qualifications (Required):

High school diploma or equivalent
Available to work weekends, holiday shifts, and overtime as needed

Knowledge, Skills, and Abilities:

Commitment to the mission, values, goals, and success of the Humane Society of Greenwood

Highly motivated, outgoing, polite, and professional manner

Team player, able to work in a fast-paced environment and multi-task

Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place

Knowledge of animals breeds and behavior helpful

Have basic working knowledge of intake, receiving and adoption outcome procedures

Ability to read and comprehend instructions, short correspondence, and memos

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description does not establish a contract for employment. The Humane Society of Greenwood is an at-will employer.