

**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*

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

*Facility Care*

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

*People Care*

- a. Practice and encourage the humane treatment of animals
- b. Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs, and events
- c. Provide direction for volunteers when appropriate
- d. Provide customer assistance when appropriate
- e. Notify Medical Manager or Shelter Manager of any location changes

*Additional Duties*

- a. Administer medicines and update medical records, receiving cards and Shelter Manager Software
- b. Maintain updated and accurate animal records
- c. Obtain shelter supplies

*Safety*

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

**Physical Requirements and Work Environment:**

- a. Work is performed in a kennel/shelter setting and outdoors.
- b. Frequent bending reaching, kneeling, climbing stairs, walking, and standing on feet 8-10 hours per day while performing job functions.
- c. Exposure to disinfectant solutions when cleaning.
- d. Exposure to various weather conditions when working outdoors.
- e. Subject to animal bites and scratches when handling animals of questionable

- temperament.
- f. Occasional lifting of up to 50 pounds.
- g. Consistently exposed to animals and animal allergens under conditions with limited alterations available.

**Reporting relationships and Contacts:**

- a. Reports to Shelter Manager

**Qualifications (Required):**

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

**Knowledge, Skills, and Abilities:**

- a. Commitment to the mission, values, goals, and success of the Humane Society of Greenwood
- b. Highly motivated, outgoing, polite, and professional manner
- c. Team player, able to work in a fast-paced environment and multi-task
- d. Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place
- e. Knowledge of animals breeds and behavior helpful
- f. Have basic working knowledge of intake, receiving and adoption outcome procedures
- g. 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.**

Revised 03/30/11