



## Animal Attendant Job Description

<b>JOB TITLE:</b>	Animal Attendant
<b>REPORTS TO:</b>	Shelter Manager
<b>HOURS:</b>	Full-time exempt, Part-time
<b>PAY RATE:</b>	\$9/hour

### JOB SUMMARY

Manage care of all animals in shelter, adjusting responsibilities as needed based on their needs.

### PRIMARY DUTIES

- Observe and monitor animal health and behavior.
- Clean and disinfect shelter areas regularly.
- Follow food guidelines for animals.
- Handle and restrain animals as needed.
- Walk and exercise dogs daily.
- Maintain and clean equipment and tools.
- Adhere to protocols set by the Board of Directors.
- Manage shelter supplies and donations.
- Keep animals clean and identify unusual behavior.
- Report health issues to the shelter manager.
- Admit and identify animals for shelter care.
- Release animals to owners as directed.
- Assist staff with medications and restraint.
- Number and identify cages and animals.
- Sanitize cages and related areas.
- Wash and dry towels, blankets, and bowls.
- Perform general cleaning and trash removal.
- Patrol and maintain shelter grounds.
- Conduct minor equipment repairs and report major issues.
- Work with animal care experts on behavior monitoring.
- Assist with adoptions and animal transport.
- Use shelter software and office equipment.

### QUALIFICATIONS

- Experience in handling animals with various temperaments.
- Ability to gain animal trust and administer care.
- Knowledge of common animal diseases and medications.

**PHYSICAL REQUIREMENTS**

- Perform tasks involving sitting, standing, and lifting up to 50 pounds.
- Handle unruly, sick, or deceased animals and work with chemicals.
- Flexible to work irregular hours, weekends, holidays, and overtime.
- Handle public interactions with patience and tact.
- Perform tasks in all weather conditions.
- No allergies preventing essential job functions.

I have read and understand my job description. I agree to perform the listed duties and responsibilities to the best of my ability.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_