



## Job Description

Job Title:	<b>Animal Care Attendant</b>
Department:	Shelter
Classification:	Full-time or part-time, hourly, non-exempt, non-seasonal
Job Relationships:	Reports to the Adoption Services Supervisors; works closely with the Animal Care Coordinators
Position Summary:	The Animal Care Attendant provides for the general care and maintenance of shelter animals including feeding, kennel cleaning, and disinfection of the shelter facilities at the Humane Society of Boulder Valley (HSBV).

### Duties and Responsibilities:

#### **Animal Care**

- Provides adequate food and water to shelter animals daily
- Cleans and disinfects shelter kennels and cages daily
- Reports animal health or temperament abnormalities to supervisor
- Ensures that kennel environment is safe for animals and people

#### **Cleaning and Kennel Maintenance**

- Operates dishwasher and distributes clean product and supplies throughout shelter
- Operates laundry machines and organizes laundry used in shelter; distributes bedding throughout shelter
- Cleans crates, cages, and animal items/equipment using sanitizer system
- Janitorial duties as assigned
- Performs special project as assigned by the Adoption Services Supervisors or Shelter Services Manager

#### **Staff Support and Training**

- Actively supports employees, volunteers and the development of skills related to the advancement of HSBV's goals and mission
- Provides quality service to clients, volunteers, and colleagues recognizing their individual contributions to the success of our organization
- Represents HSBV in a professional and courteous manner at all times
- Attends and participates in HSBV training programs as assigned; may attend training opportunities to facilitate advancement within the organization

#### **Safety**

- Follows all safety guidelines to ensure a safe work environment
- Takes immediate action to address any safety concerns or noncompliance of safety rules that could put employee, volunteer, clients, animal, or the organization at risk

**Other Duties**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications:** High school diploma or equivalent. Basic computer skills in a Windows environment. Able to lift and carry 50 pounds. Able to sustain ten hour work day spent standing, walking, bending, twisting, kneeling, squatting and lifting. **The Humane Society of Boulder Valley requires background screening and drug testing of all employment candidates.**

**Knowledge, Skills, and Abilities:** A highly motivated, polite, team-player who is able to work in a fast-paced environment and handle several tasks at once. Knowledge of animal breeds and behavior helpful. Sincere interest in animal welfare and the mission of the Humane Society of Boulder Valley.

**Working Conditions:** Work is performed in an animal kennel environment. Exposure to animals and cleaning agents at all times. Subject to animal bites and scratches while handling animals of questionable temperament. Daily lifting of up to 50 pounds. Ten-hour shifts spent standing, walking, bending, twisting, kneeling, squatting and lifting.

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