



West Valley Humane Society

Animal Care Attendant Job Description

Purpose of Position:

The Animal Care Attendant will be responsible for providing compassionate and attentive care of the animals at all times, maintain a clean, healthy environment for the animals and public, and assist with animal adoptions as needed.

Duties and responsibilities:

- Daily cleaning of all animal areas, including inside/outside runs, cat areas, floors, dishes, bedding, etc.
- Spot cleaning of animals and public areas hourly throughout the day.
- Feeding the animals including providing special diets as needed.
- Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions (medical or behavioral) and immediately reporting it to the supervisor or Animal Welfare Coordinator.
- Socializing and grooming the animals as needed.
- Walking dogs as needed.
- Doing laundry, dishes, washing windows, cleaning and mopping public areas as needed.
- Providing a healthy, clean, safe and pleasant environment and facilities for the animals and public.
- Providing transportation for animals as needed, for adoption events, to other shelters, etc.
- Promoting a humane and caring attitude towards animals.
- Assisting in the vaccination, examination, performance of medical treatments and euthanasia as needed.
- Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
- Working courteously and cooperatively with other staff members.
- Filling in for other areas and performing other tasks/functions as needed, including helping out at special events.
- Adoption counseling.
- Stocking supplies.

Specific Job Skills:

1. Be able to learn assigned tasks readily, be detail-oriented, and be able to follow instructions.
2. Be able to deal tactfully and effectively with the public.
3. Be able to acquire a working knowledge of state, county and city laws and ordinances relating to the care, treatment and regulation of animals.
4. Learn how to control animals with patience and kindness.

5. Be able to lift up to 50 pounds, work both inside and outside in all weather conditions in a very physically demanding job, and be able to stand for long periods of time.
6. Must have the ability to work weekends, holidays and split shifts as required.
7. Be very reliable, with a reliable form of transportation.
8. Have a genuine affection for animals and a desire to provide them with sanitary and pleasant living conditions.
9. Maturity, good judgment and a professional personal appearance.
10. Ability to read, write and understand the English language.
11. Be comfortable with and have the ability to work with animals of unknown disposition and those who may exhibit medical and other problems as well as aggressive tendencies.
12. The ability to become certified as a CET is a plus.
13. Bilingual is a plus.
14. Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.

Education/Experience

High school graduation, plus two years of public contact work or volunteer experience, preferably working with animals.

Work Environment

While performing this job, the employee is regularly exposed to wet and/or humid conditions, live animals of varying temperaments, strong odors, cleaning chemicals and a noisy environment.

Availability: WVHS houses and cares for animals 365 days a year, including weekends and holidays. Availability and a willingness to work a flexible schedule are required.

Exempt/Non-exempt: This is a non-exempt full time or part-time position.

Must be at least 18 years of age and have a valid Idaho driver's license.

Immediate Supervisor: Assistant Kennel Manager & Kennel Cleaning Manager

Supervisory Responsibilities: This position is not supervisory in nature.

Job Scope: Perform duties independently with minimal supervision, operating from specific and definite instructions and directions. Decisions are of a routine nature made within prescribed operating guidelines, policies and procedures. Mistakes/errors may result in work stoppage, loss of business, poor customer relations, and/or damage to property or harm to the animals, all of which can have negative implications to the organization.

WVHS is a young, dynamic organization and the position of Animal Care Attendant will continue to change and evolve.