



## Animal Care Attendant Job Description

### Job Summary:

The job of the animal care attendant entails several important aspects of our Adoption Wing, animal care and treatment, customer service, and cleanliness. This position is supervised directly by the Adoption Wing Supervisor. The job requires weekend and holiday hours. Must be able to lift 50 pounds.

### Responsibilities:

- Walking pets being boarded.
- Providing play stimulation.
- Feeding and caring for animals in the Adoption Wing.
- Cleaning dog dens and cat condos.
- Knowledge of contagious diseases.
- Maintaining safety when walking pets and opening cages.
- Maintaining a high standard of patient care.
- Restraining animals, when necessary.
- Assisting the managers, technicians, and other kennel assistants when asked to do so.

### Customer Service Responsibilities:

- Assisting with adoptions when required.
- Maintaining appropriate record keeping.
- Maintaining compassion, sympathy, and professionalism during high-stress situations.

### Cleanliness Responsibilities:

Preparing food and serving to adoptable animals; removing the feeding bowls after eating and putting them in the dishwasher; walking pets according to the daily schedule; cleaning dog dens and cat condos; vacuuming; mopping; changing garbage; dusting; following daily, weekly and monthly task lists; cleaning and maintaining all sinks; maintaining litter boxes and cat guests; laundry; proper dilutions for cleaning solutions; cleaning windows and doors; replenishing supplies (including paper towels, garbage bags, air fresheners); alerting the manager of any issues related to the animals; following all safety regulations to ensure the safety of the animals, as well as personal safety; and

overall maintenance (both inside and outside) of the sights, smells, and sounds of the adoption wing.

### Equal Employment Opportunity:

It is the policy of HART for Animals to afford equal opportunities to all applicants and employees regardless of race, color, religion, sex, national origin, age, non-disqualifying disability, or status as a disabled or Vietnam-era veteran.