

Classification Title: Animal Shelter Attendant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Cleans, feeds and houses animals in the shelter facility. Maintains sanitary conditions in the cages and kennel areas.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Prepares food and feeds the animals in the shelter on a regular basis.
2	M	Washes food and water bowls, shelter laundry, any shelter utensils and keeps facility sanitary.
3	M	Greets and assists the public in adopting and retrieving animals.
4	H	Cleans and disinfects cages and kennel area.

CLASSIFICATION REQUIREMENTS:

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Education	Ability to read, write and follow procedures.
Experience	None
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Basic
Math	Basic
Writing	Basic
Managerial	Receives immediate direction.
Budget Responsibility	None
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires minimum or limited contact with individuals. The purpose of contact is to exchange and/or receive basic information.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Control stick, cat tongs, needles, syringes, kennels, cages, clippers, CO chamber, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Animal Shelter

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, animal control sticks