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.

<table>
<thead>
<tr>
<th>S</th>
<th>Sedentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L</th>
<th>Light</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H</th>
<th>Heavy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V</th>
<th>Very Heavy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</td>
<td></td>
</tr>
</tbody>
</table>

**CLASSIFICATION REQUIREMENTS**:

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

| Education | No specific education level required. |
| Experience | None |
| Equivalent Education & Experience Accepted? | No |
| 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:

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

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:
Control stick, cat tongs, needles, syringes, kennels, cages, clippers, CO chamber, communications equipment, computers, printers and related software

<table>
<thead>
<tr>
<th>PRIMARY WORK LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Environment</td>
</tr>
<tr>
<td>Clinic</td>
</tr>
<tr>
<td>Recreation Centers/Neighborhood Centers</td>
</tr>
<tr>
<td>Outdoors (see 1 below)</td>
</tr>
</tbody>
</table>

(1) N/A
(2) Animal Shelter

PROTECTIVE EQUIPMENT REQUIRED:
Gloves, animal control sticks