

ANIMAL SHELTER ATTENDANT



Utilities | Animal Shelter

SUMMARY

Part-time position. Maintain health, comfort, cleanliness, and well-being of shelter animals. Perform housekeeping, cleaning, sanitizing, and disinfecting procedures throughout the facility and transport vehicles. Perform intake procedures, such as vaccinating, microchip scanning, photographing, deworming, etc.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday; rotating weekends
May be required to work extra hours, including holidays, weekends, etc.

SHIFT

7 a.m. to 5 p.m.
Shift varies.

LOCATION

Animal Shelter Facility

REPORTS TO

Shelter Supervisor

PHYSICAL DEMANDS

- Lift over 50 lbs. (heavy)
- Roll carts and cages
- Bend and stretch to inspect/disinfect cages and mop floors

WORK ENVIRONMENT

- Interactions with members of the public
- Indoors and outdoors in varying climates and conditions, including exposure to noise, chemicals, cold/head, dust, disease, and odors.

EMERGENCY EVENTS

Required to work during emergency events.

ESSENTIAL FUNCTIONS

- Perform all housekeeping, cleaning, sanitizing, and disinfecting procedures in animal holding rooms and throughout the facility. Replenish supplies throughout the shelter as needed.
- Receive animals. Perform intake procedures such as vaccinating, microchip scanning, photographing, deworming, etc.
- Provide daily nutrition to shelter animals according to their species, age weight, etc.
- Bathe, flea dip, and/or groom animals to prevent suffering and to enhance adoptability.
- Assess shelter animals' behavior and health condition and implement animal behavior treatment plans. Notify veterinary staff of sickness and/or injuries. Give medication and vaccinations to animals as needed.
- Assist with euthanasia and disposal of euthanized animals. Assist veterinarian with surgery and treatment of animals. Assist animal control officers with placement of impounded animals.
- Maintain medication, vaccination, daily log, and other records as required.
- Perform general maintenance and make minor repairs on shelter equipment.
- Assist public in viewing shelter animals and answering their questions.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Obtain and maintain certification in Canine Behavior Assessment.
- Understand applicable scientific concepts and terminology.
- Possess basic computer skills and effective written and oral communication skills.
- Possess knowledge of overall operations of division and ability to use analytical judgment and decision-making abilities.
- Learn and practice applicable safety rules and regulations.
- Read and write sufficiently to understand and carry out basic instructions.
- An affinity for animals and respect for their welfare.
- Comfortable handling animals.

Questions? No problem! Email us at
employment@tpcg.org.

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EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate required.
- Experience handling animals preferred.
- Possess and maintain valid Louisiana driver's license.

EQUIPMENT USED

Pickup truck, control pole, cat tongs, bite stick, small tools, chemical sprayer, industrial washer/dryer/dishwasher, autoclave, scale, computer, printer, fax, syringe pole, etc.

