

## **HUMANE ANIMAL RESCUE JOB DESCRIPTION**

**Title:** Animal Care Attendant  
**Department:** Animal Care  
**Reports To:** Animal Care Manager  
**FLSA Status:** Non-Exempt  
**Date Revised:** 8/11/2017

### **PRINCIPAL ACCOUNTABILITIES**

- Uphold the mission of Humane Animal Rescue throughout all responsibilities of the position.
- Understand and support the Open Door Philosophy of Humane Animal Rescue.
- Actively engage in and work as a team with HAR employees and volunteers.
- Maintain positive relationships with co-workers, managers, directors, clients, and stakeholders.
- Clean all dog or cat cages (as assigned) according to procedures described in the Animal Care manual and as instructed by Animal Care Manager and Animal Care Assistant Manager.
- Implement tasks of Open Paw that include both dogs and cats and provides a better and healthier environment for the dogs and cats.
- Clean and maintain environment for rabbits, small animals and amphibians.
- Spot-clean cat and dog cages throughout the day ensuring that the cages remain as clean as possible.
- All animals are required to have fresh water at all times. Feeding schedules should be adhered to which includes special diets approved by the Veterinarian.
- Assist in moving dogs and cats to designated areas in the building.
- Assist in behavioral testing as requested.
- Report any observed medical problems to the Medical Department.
- Make sure food and litter bins are full. Unload and store inventory.
- Wash and sanitize dishes.
- Wash, dry, and fold laundry.
- Perform other tasks as requested by the Manager of Animal Care.

### **QUALIFICATIONS**

- Must be able to work all shifts, including nights, weekends, and holidays.
- Must love animals and have a strong desire to care for them.
- Be able to handle the physical demands of the job to accomplish requirements of the job.
- Desire to create a stress-free environment for the shelter animals through the ideas in the Open Paw Program.
- Must be physically capable of lifting and carrying up to 50 lbs. at a time.
- Must be able to maintain a stationary position for 30% of the time.

- Must be physically capable of walking and handling animals of various sizes.
- Experience with basic computer skills, Microsoft word and Excel.
- Must have reliable transportation.

ACKNOWLEDGMENT OF RECEIPT:

DATE:

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