Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE……..…: Animal Shelter Attendant
DEPARTMENT…….: Utilities
DIVISION……...: Animal Shelter
CLASSIFICATION/GRADE....: Animal Shelter Attendant/102
REVISED……: 09/2013
REPORTS TO……: Attendant Supervisor/Animal Shelter Manger
REVIEWED……: 09/2013
WAGES……...: Hourly

SUMMARY:

The Animal Shelter Attendant is responsible for cleaning and sanitizing all animal cages on a daily. He/she maintains the health of all impounded animals. An Animal Shelter Attendant is a caregiver of all animals in the shelter. He/she gives food, water, medication, etc to all animals in the shelter. He/she works under the supervision of the Attendant Supervisor/Animal Shelter Manager. He/she must perform any function deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise.

BASIC FUNCTIONS:

1. General Kennel Work:
    a. Properly cleans, sanitizes, and sets up kennels and cages.
    b. Feeds impounded animals according to their species, age, and weight on a daily basis.
    c. Monitors animals' temperaments for adoptability. Assesses condition of animals' health and notifies the Kennel Keeper Supervisor of sickness and/or injuries in impounded animals. Gives medication and vaccinations to animals as needed.
    d. Assists in the euthanasia process when necessary.
    e. Scans, tags, and places animals that are brought into the shelter from the public in appropriate cages/kennels. Assists Animal Control Officers in unloading animals from their trucks.
    f. Replenishes supplies in appropriate areas throughout the shelter.
    g. Removes soiled bedding from cages throughout the course of the day.
    h. Bathes, flea dips, and/or grooms animals when necessary to prevent suffering and to enhance adoptability.
    i. Assist veterinarian with surgery and treatment of animals.
2. General Field Work:
    a. Loads and properly disposes of carcasses.
    b. Picks up supplies from warehouse/vendors.
    c. Brings animals to the vet for vet appointments as directed.
    d. Bring animals to Petsmart when directed.

3. General Cleaning Assignments:
    a. Properly cleans and sanitizes food bowls, litter pans, crates, etc. daily.
    b. Maintains cleanliness of shelter grounds by removing trash when necessary and cleaning/sanitizing where necessary.
    c. Empties trash daily.
    d. Performs general maintenance and minor repairs on shelter equipment.
4. Assists in the office:
    a. Accepts animals brought into the shelter from the public.
    b. Assists public in viewing impounded animals.
    c. Answers questions for the public about policies and procedures, pet care, animal control ordinances, etc.
    d. Maintains medication, vaccination, and daily log records as required.
5. Performs other duties as assigned or deemed necessary by Animal Shelter Manager.

OTHER REQUIREMENTS:

1. Must be able to learn and practice all applicable safety rules and regulations.
2. Must be courteous and understanding of the public in the sensitive environment of animal control.
3. Must be able to work extra hours during a normal week, weekends, holidays, and disasters.
4. Must possess and maintain a valid Louisiana driver's license.
5. Must be capable of reading and writing sufficiently to understand and carry out basic instructions. Must have basic computer skills.
6. Must possess a good knowledge of the working area and equipment assigned.
7. Must not have a fear of handling animals.
8. Must be able to perform tasks without direct supervision.

EDUCATION/EXPERIENCE:

1. Must possess high school diploma or GED.
2. Experience handling animals preferred.

EQUIPMENT USED:

Pressure washers, pickup truck, control poles, cat tongs, bitestick, small tools, etc.

WORKING CONDITIONS:

Works in an animal shelter environment where there is daily exposure to noise, heat, dust, disease, and odorous conditions.