

Job Title: Animal Care Attendant

Department: Integrated Animal Care and Logistics

Reports To: Operations Manager

Classification: Full time, hourly, non-exempt, non-seasonal

SUMMARY

First to respond to animal residents' mental and physical needs. Primary responsibility for ensuring a high quality of life and a clean, safe, and healthy living environment for animals in the care of Gigi's Shelter for Dogs and Columbus Humane.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors and reports changes or concerns in animal health or behavior to managers and veterinary staff as necessary.
- Cleans, sanitizes, and disinfects animal living environments to ensure overall animal health and comfort.
- Follows proper safety protocols for people and animals and sets a high standard for quality animal handling.
- Assists with observing and documenting animal behavior and health that may inform euthanasia decisions as necessary.
- Actively supports staff and promotes the development of skills related to the advancement of our goals and mission. Represents Gigi's Shelter for Dogs and Columbus Humane in a professional and courteous manner at all times. Provides quality service to clients, partners, and staff recognizing their individual contribution to the success of our organization.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

N/A.

QUALIFICATIONS

Basic animal care and handling skills. Committed to maintaining a high standard of care for animals and supporting the mission of Gigi's Shelter for Dogs and Columbus Humane. No allergies to animals.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent.

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Not applicable to this position.

PHYSICAL DEMANDS

Must be able to lift up to 50 pounds with reasonable accommodation. Position includes frequent bending and stretching as well as standing for long periods of time.

WORK ENVIRONMENT

Work is performed in a normal animal shelter setting including exposure to hazardous chemicals and potential of exposure to parasites and infectious diseases that can be carried and transmitted by animals. Subject to animal bites and scratches while handling animals of questionable temperament.

Prepared By: Dave Ciccone

Prepared Date: March 2018

Approved By: Rachel DK Finney; CAWA

Approved Date: