

ANIMAL RESCUE LEAGUE OF WESTERN PENNSYLVANIA
JOB DESCRIPTION

TITLE: Animal Care Attendant
DEPARTMENT: Kennel
REPORTS TO: Animal Care Manager
FLSA Status: Non-exempt
DATE REVISED: August 1, 2011

PRINCIPAL ACCOUNTABILITIES

1. Uphold the mission of the Animal Rescue League throughout all responsibilities of the position
2. Understand and support the Open Door Philosophy of the Animal Rescue League
3. Actively engage in and work as a team with ARL employees and volunteers
4. 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. This also includes the Meet and Greet Rooms, Cat Cuddle Rooms, and Cat Colony Housing Room.
5. Implement tasks of Open Paw that include: morning potty walks, use of potty area, giving stuffed Kongs daily, training, and other ideas recommended for cage enrichment and better environment for dogs. Same ideas for cage enrichment and managing the environment for cats.
6. Spot clean cat and dog cages throughout the day ensuring that the cages remain as clean as possible and be sure all animal have fresh water.
7. Move blue-dotted animal to the adoption areas.
8. Report any observed medical problems to the medical department.
9. Perform housekeeping duties as requested by the Animal Care Manager. (This includes emptying trash, keeping the parking lots and walkways free of debris)
10. Make sure food and litter bins are full. Unload and store inventory
11. Scrub freezer in garage.
12. Wash and sanitize dishes.
13. Wash, dry, and fold laundry.
14. Stuff and store Kongs in freezer for later use.
15. Perform other tasks as requested by animal care supervisor

QUALIFICATIONS

1. Must be able to work all shifts, including nights, weekends, and holidays.
2. Must love animals and have a strong desire to care for them
3. Be able to handle the physical demands of the job to accomplish requirements of the job
4. Must be able to lift 50 pounds
5. Desire to create a stress free environment for the shelter animals through the ideas in the Open Paw Program

ANIMAL RESCUE LEAGUE OF WESTERN PENNSYLVANIA
JOB DESCRIPTION

TITLE: Animal Care Attendant (2:30 – 11:00 shift)
DEPARTMENT: Kennel
REPORTS TO: Animal Care Supervisor
FLSA Status: Non-exempt
DATE REVISED: August 1, 2011

ACCOUNTABILITIES

1. Uphold the mission of the Animal Rescue League throughout all responsibilities of the position
2. Understand and support the Open Door Philosophy of the Animal Rescue League
3. Actively engage in and work as a team with ARL employees and volunteers
4. Clean all dirty dog and cat cages including ones that have been emptied by an adopted animal, according to procedures described in the kennel manual and as instructed by animal care supervisor. (If there is an animal in the cage, it must be removed)
5. Spot clean all dog and cat cages to maintain a clean cage. This includes removing and replacing dirty paper in cat cages and cleaning litter boxes.
6. Replenish all water bowls for dogs and cats. Be sure all cats have food at all time. Feed dogs according to kennel manual and instructed by kennel manager. Follow instructions on kennel care for food care to animal. Remove bowls at designated times, according to instructions in the manual.
7. Survey all cat and dog cages hourly to be sure all animals have at least ½ bowl of fresh water at all times. In particular, perform this duty before the end of the shift.
8. Run the dishwasher to clean any dirty bowls. Do laundry.
9. Implement tasks of Open Paw that include: use of potty area, feeding with Kongs, training, and other ideas recommended for cage enrichment and better environment for dogs. Same ideas for cage enrichment and managing the environment for cats.
10. Clean the garage of all dirt, debris, etc. by sweeping first then squirting thoroughly.
11. Empty all garbage cans, replenish with a clean bag, and take all garbage out to dumpster.
12. Assist vet tech in garage with whatever help needed.
13. Be sure all doors are securely locked and the alarm is activated at closing time.
14. Perform other duties as requested by the animal care supervisor.

QUALIFICATIONS

1. Ability to work a variety of shifts
2. Ability to perform all required tasks of job
3. Must have a love of animals and desire to care for them
4. Must be able to lift 50 pounds.
5. Desire to create a stress free environment forth shelter animals through the ideas in the Open Paw Program

jobdesanimalcareattendant