



Job Description for JVA

TITLE: Animal Care Attendant

FLSA: Non-Exempt (hourly)

REVISED: September 2016

REPORTS TO: Animal Care Supervisor

SUPERVISES: None

Position Summary:

Responsible for the general care and maintenance of shelter animals. This encompasses providing necessary services for humane feeding, watering, and caring for animals on site, as well as performing related work in maintaining and operating the kennels in a clean and efficient manner.

Essential Duties and Responsibilities:

- Prepares food, and feeds animals as described in Animal Care standard operating procedures (SOP) and special instructions.
- Continuously observes all assigned areas to provide clean water throughout the work shift.
- Washes and disinfects animal food and water bowls.
- Thoroughly cleans inside and outside of all assigned kennels, cages, walls, floors and other surfaces daily, and at additional times when soiled.
- Continually observes all assigned kennels, cages and surrounding areas, including common areas and hallways where animals are moved, to dispose of animal waste, with follow up cleaning as necessary.
- Keeps all cat litter pans clean in assigned areas throughout the work shift.
- Cleans and disinfects inside of all cattery cages, cattery walls, and ensures that the cattery is kept clean throughout the work shift when assigned to this area.
- Maintains a neat and orderly appearance of all assigned kennel areas.
- Washes and disinfects cat carriers as assigned.
- Delivers animals to other departments as assigned.
- Continually monitors animals housed in assigned areas and reports any signs of illness, injury and behavior problems according to SOP, and special instructions.
- Cleans outside of assigned areas as directed.
- Moves and stocks food, supplies and materials, and transfers donated food, supplies and materials when directed.
- Assures kennel cards are displayed prominently on the kennels and cages, and that animals removed from cages and kennels are returned to the proper location.
- Transports/transfers animals between locations and assists with the setup and/or tear down of special events.
- Maintains up-to-date animal inventory according to SOP.
- May have direct interaction with customers, and must always present him/herself in a professional manner consistent with the guiding principles and values of The Animal Foundation. Maintains a professional appearance at all times.
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.



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Education and Experience Requirements:

Equivalent to a High School diploma.

License & Certification Requirements:

Some positions may require incumbent to be at least 21 years of age, and possess and maintain a valid Class C Nevada Driver License. For these positions, incumbents under age 25 must possess and maintain a clean driving record, and be licensed for at least three years prior. Those over age 25 must possess and maintain a safe driving record that will allow for acceptable insurance risk to the Foundation.

Required Knowledge and Skills:

Knowledge of:

- Principles and practices of animal care.
- Industry standard equipment (i.e. foamers, catch-poles, muzzles, cat nets, etc.).
- Animal behavior traits.
- Techniques for dealing effectively with co-workers, volunteers, and the public, in person and over the telephone.
- Correct conversational English, including spelling, grammar and punctuation.

Skill in:

- Identifying problems and reviewing related information to develop and evaluate options and recommend or implement solutions.
- Mathematics to count and total numbers.
- Animal restraint techniques.
- Dealing tactfully and effectively with staff, volunteers and the general public.
- Communicating effectively in oral and written forms.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Working Conditions and Physical Effort:

Physical ability, stamina and mobility to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl, in some cases for an extended period of time. Strength to lift and/or move materials weighing up to 25 pounds frequently, and 50 pounds occasionally. Vision to read printed materials. Hearing and speech to communicate in person or over the telephone or radio. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and regular work outdoors for extended periods of time while exposed to cold, rain, and extremely hot temperatures.



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All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

Regular work schedule may include Saturdays, Sundays, and holidays.

If you meet the minimum qualifications for education and/or experience described above, you are encouraged to fill out an online application. For unpaid or volunteer opportunities, please visit our website.

This job is open until filled. After it's filled, we may continue to accept applications, to establish a list for future vacancies.

Pay and Benefits:

Fair pay and good benefits, including employer contribution to health insurance, and paid time off for full time employees. All jobs are regular full time, unless noted otherwise. Our Summary of Benefits may be found [here](#). Additional benefits are available for certain positions.

About Us:

The Animal Foundation is a private, non-profit agency dedicated to making a difference in the lives of animals in the Las Vegas Valley. To promote the humane treatment of animals, The Animal Foundation operates Nevada's largest open-admission shelter (Lied Animal Shelter), taking in approximately 30,000 lost, unwanted and abandoned pets every year. Additionally, the Foundation offers adoption services, lost and found services, volunteer and foster opportunities, and low-cost spay and neuter and vaccination clinics. To learn more about The Animal Foundation, the jobs available, and an online application form, visit animalfoundation.com/employment.

We envision a humane and compassionate community for all animals. Our mission is save the lives of all healthy and treatable animals in the Las Vegas Valley.