

Ramona Human Society
Animal Attendant

Introduction:

The Animal Attendant is responsible for the sanitary conditions at the Ramona Animal Shelter; to feed and care for the animals and to do other work as required.

Duties:

1. Clean and disinfect kennels, cattery, equipment and work areas.
2. Feed and water animals.
3. Unload and impound incoming animals received from Animal Control Officers and the public.
4. Release animals to public for redemption or adoption.
5. Assist in euthanasia and disposal of animals.
6. Perform minor repair and maintenance of facilities.
7. Assist in keeping simple records such as logs and inventories of animals, food, supplies and equipment.
8. Assist customers with adoptions.
9. Administer and record medications
10. Vaccinate animals as required
11. Perform physical examination
12. Other duties as assigned by Animal Service Manager.

Basic Qualifications:

1. Ability to read, understand and follow oral and written instructions in English.
2. Ability to learn care and feeding of animals.
3. Ability to learn cleaning and disinfecting methods.
4. Ability to learn breeds and behaviors of animals.
5. Ability to learn safe and proper handling of animals.
6. Ability to work courteously and effectively with the public and other employees.
7. Ability to learn rules and regulations governing the impounding, release and disposal of animals.
8. Ability to maintain records.
9. Ability to learn to the use of injections.

Supervision:

The Animal Attendant is under the direct supervision of the Animal Service Manager or his/her designee. The Executive Director will resolve conflicts in assignments.