

# **Animal Attendant**

## **General Overview:**

The Animal Attendant is responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals. Assures all animals' nutrition, housing and basic medical needs are met on a daily basis. Assists the public when admitting and adopting animals and promotes responsible pet ownership in conversations with customers. This is a front line staff position that must maintain a pleasant, welcoming atmosphere that reflects professionalism and commitment to support the work of fellow staff and volunteers.

## **Essential Functions and Skills:**

Good organizational skills; attention to detail; self-motivated; ability to identify animal species, breeds, ages and sexes; ability to identify signs of animal illness and injuries; good communication skills – verbal and written; team player; ability to work with data base and maintain records; ability to work well with broad spectrum of the community.

**All employees must be at least 18 yrs. and have a valid driver's license.**

**Availability to work a flexible work schedule including evenings and weekends.**

**Must be able to manage heavy weight up to and sometimes exceeding 40 lbs.**

**Prior shelter experience is recommended.**

**Full and Part time positions available.**

**Please send cover letter and salary requirements to [dbucek@beavercountyhumanesociety.org](mailto:dbucek@beavercountyhumanesociety.org)**

**No phone calls please.**