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## JOB DESCRIPTION

### GENERAL INFORMATION:

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<b>Position Title</b>	PART-TIME ANIMAL CARE ATTENDANT
<b>Reports to</b>	MANAGEMENT TEAM
<b>Document History</b>	Update 2017 09

### POSITION FUNCTION:

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The **ANIMAL CARE ATTENDANT** is responsible for the day to day care and cleanliness of the shelter animals and premises. He/She is responsible for the health and well-being of all the animals at the shelter i.e. administering medication, feeding, grooming etc...

Assists with adoptions and other duties when required and is to maintain an organized, positive and safe environment for employees, volunteers, visitors and animals.

Provides excellent customer service in a professional, friendly, helpful and efficient manner to the organization and the community.

### QUALIFICATIONS

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- OSSGD or equivalent
- Certified as animal care attendant or equivalent an asset
- Animal care experience and knowledge an asset
- Must have genuine compassion for animals
- Knowledge of Pet Point software an asset
- Excellent customer service and communication skills
- Excellent time management and organisational ability
- Energetic team player who works well under pressure and in stressful situations
- Empathetic, genuine, open minded and flexible
- Must not have allergies limiting or affecting exposure to animals
- Able to multi-task, learn and apply new information quickly
- Professional appearance, positive, friendly demeanour
- Demonstrate high ethical and moral standards
- Ability to follow specific instructions and keen attention to detail
- Ability to maintain confidentiality
- Ability to remain calm and professional in emotionally charged situations
- Ability to work in a fast paced environment, with continuous change
- Able and willing to work flexible schedules (days, evenings, weekends, and statutory holidays) as business needs dictate
- Must be flexible to perform a variety of duties
- Police Clearance Certified is required
- Valid "G" license with clean abstract and minimum age of 25 due to animal transport duties

### DUTIES AND RESPONSIBILITIES

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#### ESSENTIAL DUTIES

- Feeding of all animals housed within the shelter
- General cleaning and disinfecting of the premises and equipment used with the shelter for example but not limited food bowls, cat litter pans, utensils, carrying cages etc..
- Maintains cleanliness of the shelter throughout the day
- Laundry duties as required
- General bathing and grooming of animals as required
- Administering medications, vaccines and deworms shelter animals as required

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- Notifies Manager of any health concerns regarding the animals
- Transports animal to the Vet Clinic when required
- Performs micro chipping when required
- Exercise animals
- Assist the public with adoptions and inquiries
- Assist the public with any and all questions in regards to the shelter animals
- Exterior maintenance when required i.e. shoveling and/or salting in winter
- Assist volunteers and ensure a safe environment for volunteers and the public
- All other duties as required

### **ADDITIONAL RESPONSIBILITIES**

- Implementing and supporting the Quinte Humane Society's mission goals and initiatives in the local community
- Adhering to employment and operations policies and procedures as established by the Board of Directors of the QHS
- Adhering to all Health and Safety work practices as outlined in the Occupational Health & Safety Act
- Immediately reports all incidents of injury, property damage, absence of or failure of a protective device and/or equipment to the Manager
- In the event of an injury, works co-operatively with the Manager to facilitate an early and safe return to work
- All other duties as required