

Sacramento SPCA Job Description

Job Title: Animal Care Attendant
Department: Animal Services
Reports To: Animal Care Manager
FLSA Status: Non-Exempt

General Summary:

Employees in this area have the primary responsibility for the sanitary maintenance and care of all animals housed with the Sacramento SPCA, maintaining clean and orderly animal housing and employee work areas, assisting with the placement or euthanasia of animals, maintaining the health and welfare of all animals in the care of the society and assisting the general public as required.

Essential Job Functions:

1. Responsible for examining and processing animals received by the Sacramento SPCA, which includes properly completing necessary paperwork.
2. Maintains proper identification and records on all Sacramento SPCA animals.
3. Responsible for feeding, watering, walking and exercising all shelter animals.
4. Rinses, scrubs, mops, and disinfects animal cages, hallways, floors, walls and isolation/quarantine areas; cleans water and food dishes and related kennel equipment and facilities.
5. Bathes and grooms animals, administers vaccinations and completes preliminary physical examinations in a prescribed manner. Medicates any animal designated for treatment by the Staff Veterinarian.
6. Responsible for daily and periodic checks regarding animal health, safety, cleanliness and overall well-being and to report any significant problems immediately to his/her supervisor.
7. Assist in conducting behavior assessments and health screenings on incoming animals, to include the decision making process of approval or denial for acceptance into the adoption program
8. Performs or assists with the euthanasia of animals in accordance with established laws and Sacramento SPCA policy; disposes of the euthanised animal in accordance with established SSPCA procedure.
9. Maintains proper control of DEA controlled substances.
10. Must be punctual and maintain regular, predictable attendance.
11. Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
12. Communicates principles that convey and impart an understanding of the policies and procedures of the SSPCA to the public.
13. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel

Additional Duties and responsibilities:

1. Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
2. Assists with tours, lectures, public education programs, fundraising activities and special events as needed.
3. Answers public telephone calls in a professional manner, routes inquiries to the proper person/department and initiates written messages for follow up.

Knowledge, Skills, and Abilities:

1. Basic animal care knowledge. Preferred: knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques.
2. Ability to read and comprehend instructions, short correspondence and memos.
3. Ability to write reports and correspondence.

4. Ability to effectively present information in one on one and small group situations to customers, clients and other employees of the organization.
5. Valid California Drivers license with a clear driving record for at least one year prior to application. Driving skills for both standard and automatic transmission vehicles.
6. Basic computer skills using standard office programs such as Word or similar programs.

Education and Experience:

1. High school graduate or GED equivalent.
2. Six months related animal care experience preferred.

Physical Requirements:

1. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, may be a disqualification.
2. Must stand, walk, bend and stoop frequently to perform duties. Have the ability to perform prolonged strenuous physical activity, including lifting and carrying objects weighing up to 50 pounds alone or up to 100 pounds with the help of fellow employees for short distances.
3. At times must chase or run after animals that have escaped confinement.

Working Conditions:

1. May be exposed to hostile or abusive members of the public. Must be able to deal with an often times emotion-charged public and carry a fast paced and changing work load which at times can be stressful.
2. By nature of the industry, there may be occasional exposure to dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and to infectious diseases.
3. Must be available and willing to work weekends, holidays, approved overtime, and attend mandatory training and meetings as the employer determines are necessary or desirable to meet its business needs

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Either employer or employee may terminate the employment relationship at any time with or without notice and with or without cause.

EMPLOYEE ACKNOWLEDGMENT:

Signature: _____

Print Name: _____

Date: ____/____/____