

Kennel Attendant/Part-time

Summary of Job:

-Responsible for daily cleaning and sanitation of shelter facility, including animal enclosures and public areas, feeding, care, re-vaccinations, medical and behavior observation, and daily enrichment of shelter animals.

Essential Functions:

- Performs daily cleaning and sanitizing of shelter areas, kennels, cages, yard and public areas following cleaning & disease control protocol, including spot cleaning throughout the day.
- Feeds and provides daily enrichment to shelter animals in a safe and effective manner.
- Reads and interprets animal care signage and accurately follows care instructions.
- Does animal laundry and dishes throughout the day.
- Follows all safety guidelines to ensure a safe work environment for staff and living environment for animals. Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, or the organization at risk.
- Stocks areas and spot-cleans kennels and public areas throughout the day.
- Promptly moves animals (adoption, isolation, quarantine, etc.) as instructed.
- Keeps supervisor informed of animal behavior, health, or other concerns.
- Maintains cleaning equipment, tools and appliances.
- Provides professional visitor, staff, and volunteer care - with the highest standards of customer care and service.
- Conducts adoptions, provides adoption counseling/selection assistance, accurately enters computer data, and completes necessary paperwork.
- Educates clients on responsible animal guardianship and animal care.
- Actively promotes and markets HSSC animals and matches them to appropriate families.
- Assists with accepting in-kind donations.
- Performs other duties and special projects as assigned.