

**Aggieland Humane Society -Job Description  
Kennel/Animal Care Attendant**

**REPORTS TO:** Operations Supervisor

**EXEMPT/NON-EXEMPT:** Non-exempt- Essential

**SUMMARY**

This is an entry level position, providing safe, sanitary, and humane treatment of the animals in the care of the shelter. Part time position, to include weekends, holidays, and University/school breaks.

**GENERAL DUTIES** This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Upholds the Base Code of Conduct of the Aggieland Humane Society and state laws at all times.
- Thoroughly clean and disinfect all animal holding rooms, kennels, cages, and public areas on a daily basis. Following proper disease control procedures.
- Spot-clean kennels and public areas throughout the day.
- Clean, fold, and stock kennel laundry and cleaning supplies throughout the facility.
- Clean and maintain equipment used to complete job assignments, and keep such equipment and tools in good working condition. Notifying management of repairs needed or new equipment necessary to adequately complete assignments.
- Wash and sterilize water buckets, food bowls, toys, litter boxes, crates, traps etc.
- Assist customers with animals available for adoption/adoption counseling, reclaim, or intake capacities.
- Answer animal care calls from front desk.
- Assist fosters and volunteers as needed.
- Provide humane care and treatment of animals.
- Participate in daily feeding/watering and monitoring eating habits of all animals, cleaning, and walking of dogs under hot/cold/rainy weather conditions.
- Observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Report signs of illness, disease, injury, behavior, or unusual activity to vet technicians/veterinarians.
- Assist vet technicians with vaccinations, restraint of animals, and record keeping.
- Participate in euthanasia if necessary.
- Communicate between all departments in regards to animal placement, spay/neuter surgeries and overall animal health and well-being of animals in the shelter.
- Exercise all eligible dogs and provide animal enrichment.
- Make sure cages and animals are properly numbered and identified throughout the shelter.
- Patrol shelter grounds daily, picking up any trash and fecal material.
- Keep equipment and tools put away in proper storage areas and ensure they are properly labeled according to SOP's.
- Assist with transportation of samples to Texas Veterinary Diagnostic Lab.
- Perform related duties as assigned.

**EDUCATION/EXPERIENCE**

**Required**

- High school diploma or GED
- Must be able to read and write the English Language
- Have a valid Drivers' License and transportation to and from AgHS facility.

**SKILLS/ABILITIES/OTHER REQUIREMENTS**

- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment, to ensure smooth functioning and a positive public image of the Aggieland Humane Society with a heavy emphasis on customer service.
- Demonstrate strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills; interpersonal skills.
- Ability to create and foster a collaborative team environment.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong analytical, problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.
- Ability to hand the stress associated with euthanasia of animals, loud noises, handling of animals, and strong odors
- Ability to be ACO Basic Certified and Euthanasia certified.