

Humane Society of Skagit Valley

Job Description



Job Title: Animal Shelter Kennel Attendant II

Work Location: HSSV - 18841 Kelleher Road, Burlington, Washington, 98233

Reports to: Kennel Attendant II or acting Supervisor

Supervises: None

Full-time Part-time (FT Possible during peaks seasons)

Exempt Nonexempt

Essential Duties and Responsibilities:

Performs routine animal care sanitation & disinfecting with attention to medical and diet needs. May include working with volunteers, customer service and other related duties as assigned by supervisor.

- Responsible for routine animal care sanitation, disinfecting, diet needs, care and feeding of animals within the shelter, laundry duty, inventory and restocking, and assisting clients on the phone and in person
- Provide excellent customer service, demonstrating courtesy, kindness, and patience in a professional manner
- Disinfect, sanitize, & clean dog and/or cat kennels and perform related shelter housekeeping duties
- Daily journaling and data entry on in-house animals under the care of HSSV
- Perform shelter duties including taking reports from the public, receiving animals brought to the shelter, preparing adoption paperwork, reclaiming animals to their owners, and transporting animals to veterinarians
- Maintain proper inventory levels of cleaning and other supplies. Inform supervisor when reordering is necessary
- Assist Animal Shelter Attendants as assigned
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements: (Note: Any acceptable combination of education, training and experience that provides the below knowledge, abilities and skills may be substituted on a full-time year for year basis.)

- One year of related experience
- Ability to handle animals safely and effectively and properly assist with cleaning of kennels and other shelter areas, demonstrating the proper usage of cleaning materials and tools required
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers, volunteers, and staff as well as the ability to take instruction effectively
- Excellent computer proficiency (MS Office – Word, Excel, Email, and Internet-based programs)
- Must be able to work under pressure in a fast-paced environment, practice good time management, be able to multi-task, and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required
- Valid driver's license required

Physical Requirements:

Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals - including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and a variety of cleaning agents. The person in this position needs to regularly move about the shelter to provide care to shelter and clients' animals. Employee may have to work outside in a variety of weather conditions.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 70 lbs., stand for long periods of time, climb stairs, bend, reach, hold, grasp & turn objects, and use fingers to operate computer keyboards and calculators.
- Must be able to talk, listen and speak clearly with other parties both on telephone and in person as well as be able to use normal or aided vision and hearing.

Print Employee Name:

Employee signature:

Date: