**Summary**

Assists in the operation and cleaning of the animal shelter. Performs clerical and customer service duties related to the intake and processing of animals for impoundment, adoption, and redemption.

**Essential Duties and Responsibilities**

* Cleans, disinfects, and maintains animal holding facility grounds and equipment in accordance with state regulations
* Cleans and disinfects animal cages, litter boxes, and pens
* Feeds, waters, bathes, dips, and exercises animals, and medicates if necessary
* Receives, handles, and kennels animals
* Assists visitors with adoptions, impounds, and reclaims of animals
* Maintains relevant written records
* Enters and retrieves information on the computer
* Monitors the physical condition of animals and performs health care as directed by the veterinarian
* Manages cage and kennel space by performing daily inventory of animals
* Handles animals extensively, moving them within the shelter and restraining them for examinations and evaluations
* Provides oversight and direction of volunteers as needed
* Follows City policies, procedures, and safety guidelines
* Performs other duties as assigned

**Minimum Qualifications**

* High school diploma or GED equivalent
* Six (6) months of experience working with animals in a hospital, shelter, or related animal facility
* Knowledge of procedures used in humane care, feeding, handling, and restraining animals
* Knowledge of sanitation, cleaning techniques, and skills in the use of cleaning equipment used to maintain an animal shelter facility

**Certificates, Licenses, Registrations**

* Valid Driver’s License
* Complete Basic Kennel Tech Course within 6 months of employment
* Complete Zoonotic Diseases Course within 6 months of employment