

Central Alberta Humane Society

Animal Care Attendant

Description:

As a member of the Animal Care team, the Animal Care Attendant is committed to ensuring the humane treatment of companion animals in the care of the shelter, while complying with organizational policy, procedure, and best practice. This role is responsible for ensuring high standards of customer service are maintained while providing information to customers and members of the public about our services.

Qualifications:

- High School diploma or equivalent
- Comfortable and experienced handling animals
- Previous experience in an animal care environment is considered an asset
- Prior customer service experience in a fast-paced environment
- Excellent communication and customer service skills
- Adaptable to a changing environment and ability to multi-task
- Highly motivated self-starter who takes the initiative with minimal supervision
- Experience in Microsoft Office 365 and ability to learn shelter specific programs
- Valid Class 5 Driver's License and clear Driver's abstract provided
- Position is physically demanding and includes heavy lifting, pushing, and pulling, which requires an individual with the ability to lift seventy-five (75) lbs. comfortably
- Must be able to restrain animals up to one hundred and fifty (150) lbs
- Provide proof of approved COVID-19 immunization or exception
- Possess a love of animals, an enthusiastic personality, and a strong sense of professionalism.

Responsibilities:

Wash dishes/litter pans and replenish pet supplies, food & litter

- Maintain the animal food preparation and kitchen area including restocking & cleaning
- Follow scheduled facility cleaning procedures including processing laundry
- Ensure kennels, runs, and cages (indoor and outdoor) are kept clean and free of debris and excrement
- Carry out scheduled animal feeding, watering, exercise, bathing and grooming, and animal enrichment activities

- Support volunteers that work with animals and provide direction where necessary
- Assist with consulting, evaluations and approvals of adopting families
- Communicates with Veterinary Team for animal health and behavioral issues
- Process and document cremations as per program requirements
- Pick up and deliveries as required
- Complete all required written administration reports daily
- Maintains professional and courteous relationships with volunteers and public
- Promotes a healthy team environment and maintains safe working practices at all times
- Perform other duties as required.