



Town of Branford Job Description: Animal Care Attendant

Location / Department	Dan Cosgrove Animal Shelter 749 East Main Street
Reports To:	Director of Animal Control or Designee
Position Status:	Part-Time, Hourly, Non-Exempt
Weekly Hours:	Up to 15
Salary Classification:	N/A
Affiliation:	N/A

Position Summary/Purpose:

Purpose of this position is to under the direction of the Director of the Animal Shelter to perform all tasks and duties that are required for the proper, orderly and effective maintenance of all the kennels, cat rooms, and critters.

Essential Functions and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Maintains general order and cleanliness of all assigned facilities
- Disinfecting kennels
- Filing buckets
- Washing dishes
- Doing laundry and putting it away
- Cleaning the play yard of toys and feces
- Disinfecting and cleaning cat rooms and cages
- Cleaning critters
- Other related duties as needed

Other Functions:

- Answering phones and greeting guests

Supervision:

Supervision Received: Works under the general direction of the Director or his/her designee

Supervision Given: None

Minimum Required Qualifications

Education, Training and Experience:

Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Knowledge, Ability and Skills:

Love of all animals and their care.

Machines, Tools and Equipment Used:

Cleaning materials, mops, brooms, and dusting equipment.

Job Environment

The work is performed at both the Animal Shelter and at outside locations.

Physical and Mental Requirements

Work Environment	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			

Physical Activity	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Driving	X			

Lifting Requirements	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 30 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds	X			

Noise Levels	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			X
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision Requirements:

X Close vision (i.e. clear vision at 20 inches or less)

X Distance vision (i.e. clear vision at 20 feet or more)

- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)