



MAUI HUMANE SOCIETY
Job Description

The Maui Humane Society is committed to protect and save the lives of Maui's animals, accepting all in need, educating the community, and inspiring respect and compassion towards all animals.

Job/Position Title: Animal Care Attendant **Status:** Nonexempt **Date:** December 2019

Primary Purpose: Provides proper care for all animals housed at the Maui Humane Society. Responsible to and under the direction of the Director of Animal and Client Services and under the supervision of the Animal Care Manager.

Essential Duties/Functions: (See Policies and Procedures Manual for specific details)

1. Maintains the animal holding areas, cages and kennels at the shelter in a clean and sanitary manner.
2. Clean and disinfect all animal food and water dishes, and cat litter pans.
3. Provide food water and daily exercise to all animals under their care.
4. Set up all incoming animals in proper areas with appropriate treatments and signage.
5. Maintain identification tags on all animals housed at the shelter.
6. Bathe all incoming dogs and treat for fleas and ticks.
7. Bathe and prepare all dogs for surgery.
8. Identify and separate all animals showing signs of illness or disease and notify the Veterinary Department.
9. Assist Veterinary Department and Animal Care Technicians with health examinations.
10. Assist the public in reclaiming their own animals or adopting animals from the shelter.
11. Wash, dry, and fold laundry.
12. Assist in the general maintenance and cleanliness of the buildings and grounds.
13. Assist Veterinary Department with surgery animals when necessary.
14. Assist with maintaining kennel cards to identify animals.
15. Update animal inventory systems to reflect current population.
16. Assist Vet staff with euthanasia as needed.
17. Assist with training and support of volunteers in related work areas.
18. Help promote fundraising activities and solicit support of agency overall.
19. Interact with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
20. Maintain and promote a positive public image standard relevant to MHS.
21. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
22. Address and/or report any safety hazards or unsafe use of MHS equipment.
23. Other duties as assigned.

Working Conditions: Primarily outdoors. Cats are housed in air-conditioned building.

Equipment Used: Various cleaning tools, animal care and restraint equipment.

Working Hours: Various shifts within hours of operation seven days a week. Number of hours and

regular shift availability will be clarified at hire and is subject to change. Position requires regular and predictable attendance.

Mental Demands: Requires the ability to multi-task and have a high degree of alertness and attention to detail. Ability to read and write and follow written and oral communications.

Physical Demands: Requires the ability to be physically active during the entire shift. Must be able to lift and carry up to 50lbs. Ability to safely handle and control all kinds of pet animals.

Qualification Requirements:

Minimum Qualifications:

- General knowledge of animal behavior.
- Good customer service skills.
- Demonstrable ability to care for animals in a safe and nurturing capacity.

General Qualifications:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- Previous experience in animal related field preferably with animal care
- Previous animal welfare experience