



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: Shelter Attendant **Status:** Nonexempt **Date:** June 2022

Primary Purpose: Carries out a wide variety of duties in support of Maui Humane Society general operations. Responsible to and under the direction of managers and/or supervisors of individual departments while carrying out assigned tasks; and under the supervision of the Animal Care Director.

Essential Duties/Functions:

A Shelter Attendant can be assigned to duties within any of the MHS Departments under the oversight of a supervisor or manager of that department. The Facility Manager will approve of all such assignments that include, but are not limited to, possible duties the Shelter Attendant can be assigned to:

1. Accepts and/or transports laundry from various identified collection locations throughout the shelter and transport them to the laundry area.
2. Prepares and separates laundry for washing, place loads within washers and include appropriate levels of detergent, and monitor wash cycles.
3. Moves clean laundry from washers to dryers and monitor the drying cycle.
4. Folds dry laundry. Transports, or arranges for transport, clean laundry to specified locations for use by staff.
5. Reports any malfunctions or other issues of laundry equipment or other facilities and/or equipment the attendant encounters.
6. Informs an appropriate supervisor or manager of the need of reordering of supplies or equipment in order to complete assigned tasks.
7. Assists Cat Ohana staff as directed with the cleaning of cat cages, emptying of litter boxes, and other steps to ensure caging is appropriate for occupation and/or the area is appropriate for public visitation.
8. Assists staff in maintaining the Critter Corner area to include cleaning of areas and other steps to ensure caging and stalls are appropriate for occupation and/or the area is appropriate for public visitation.
9. Assists Dog Kennel staff as directed with the cleaning of dog kennels and other steps to ensure kennels are appropriate for occupation and/or the area is appropriate for public visitation.
10. Assists with records management by shredding documents or other related tasks
11. Interacts with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments
12. Maintains and promotes a positive public image standard relevant to MHS.
13. Attends and participates in departmental and shelter meetings.

Working Conditions: Cats are housed in air-conditioned building. Critters and dogs are housed outdoors. Other inside air-conditioned work areas include offices, the vet clinic, and areas having access for the public.

Equipment Used: Various cleaning tools and animal care equipment.

Working Hours: Various shifts within hours of operation seven days a week. Number of hours and work schedules will be clarified at time of hire and is subject to change. Shift assignments can vary from day to day and will be determined by the Facility Manager or designee within a specific department. Position requires regular and predictable attendance.

Mental Demands: Requires the ability to carry out assigned tasks with alertness and attention to detail. Ability to follow instructions or understand other oral communications.

Physical Demands: Requires the ability to be physically active during the entire shift. Must be able to lift and carry up to 25 lbs.

Qualification Requirements:

General Qualifications:

- Must have the ability to follow directions and complete tasks in the manner prescribed.
- Must possess 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.
- Positive attitude is a must!