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-Cat   Status: Nonexempt   Date: October 2022   Start Pay: $16.57

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

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

1. Clean and disinfect cat & exotic habitats, including food, water bowls, pop up kennels, air kennels.
2. Maintains habitat presentation of the cat & exotic habitats in a clean and sanitary manner.
3. Provide food, water, daily exercise and enrichment to all cats & exotics under their care.
4. Set up all incoming cats & exotics in proper areas with appropriate treatments and signage.
5. Maintain identification kennel cards on all cats & exotics housed at the shelter.
6. Maintain appropriate kennel signage for individual cats & exotics with behavior issues, Transfer selected, special feeding requirements etc.
7. Update cat & exotic inventory systems to reflect the current population.
8. Check Inventory board for cats & exotics scheduled to have surgery.
9. Identify, separate and monitor cats & exotics showing signs of illness or disease and notify the Veterinary Department.
10. Assist our customers on the Adoption Floors, matchmaking cats & exotics to customers for best suited homes.
11. Assist the public in reclaiming their cats & exotics.
12. Assist Cat & Exotic Animal Care Technician with movement of cats & exotics, special requests.
13. Assist Veterinary Department with return of surgery cats & exotics placing them in appropriate habitats.
14. Assist with training and support of volunteers in related work areas.
15. Wash, dry, and fold laundry.
16. Help promote fundraising activities and solicit support of agency overall.
17. Interact with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
18. Maintain and promote a positive public image standard relevant to MHS.
19. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
20. Address and/or report any safety hazards or unsafe use of MHS equipment.
21. Other duties as assigned by the Animal Care Manager Cat & Exotic or the Director of Animal Care.

Working Conditions: Primarily indoors with ac/outdoors.
**Equipment Used:** Various cleaning tools, animal care and restraint equipment. Printer/copier machine, computer.

**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 may be 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.
- Excellent 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
- Fear Free Shelter Certification