



# pasadena humane society & spca

## **Cat Kennel Attendant Full-Time, Non-Exempt**

The Pasadena Humane Society & SPCA is seeking a hardworking, dedicated person for the position of Cat Kennel Attendant.

**REPORTS TO:** Kennel Supervisor

### **TYPICAL RESPONSIBILITIES:**

Cat Kennel Attendant duties include, but are not limited to:

- Cleaning each kennel at the beginning of every day. Kennels are to be cleaned and disinfected according to the proper procedure as established by management. Feeding of the cats is also the responsibility of kennel attendants and is completed according to the procedures set by the management.
- Maintaining and enhancing the cleanliness of the areas surrounding the kennels, including but not limited to: the walkways of the cat ward, kitchen, and the laundry room.
- Assisting other departments and the public as necessary; ex: cage transfers and animal pick-ups at the front office, carry-outs from the Shelter Shop, releasing adoptions, working with behavior department, etc.
- Working closely with the Shelter Shop and the cat boarding to welcome new clients and their animals. Pay special attention to feeding requirements of boarded cats. Take in and release boarders as needed.
- Monitoring pet eating habits, behavior and medical issues. Alert the appropriate staff of any concerns.
- Doing complete walk-thru of the kennels every 40-45 minutes to assess cleanliness. Clean as needed.
- Following procedures to keep animals comfortable in inclement weather.
- Communicate regularly with maintenance staff to ensure the shelter is in proper working order. Alert Supervisor if there are any repairs in your area that are needed.
- Restocking supplies as needed for efficient shelter operations.
- Completing other tasks and special details as assigned by management.

### **REQUIREMENTS:**

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, to follow directions, to take criticism, to get along with coworkers and supervisors, to treat coworkers, supervisors and members/guests with respect and courtesy and to refrain from abusive, insubordinate and/or violent behavior.



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## **SKILLS & QUALIFICATIONS:**

High School graduate (or GED/proficiency certificate). Must be at least 18 years of age at the time of appointment. Preferred candidates will have experience in animal related field, with knowledge of health care, behavior, and animal handling.

- Must be able to physically lift up to 60 pounds.
- Must be able to perform strenuous physical activity on a daily basis, including, but not limited to: lifting and carrying, reaching, stooping, squatting, cleaning and bending.
- Work indoors and outdoors in a variety of weather conditions.
- Standing and walking for a long period of time.
- Must be able to work with cats and small animals of all temperaments, sizes and medical conditions.
- Kennel Attendants have regular contact with other employees, volunteers, rescue organizations, and the public. Tactful, courteous exchanges and a professional demeanor are required with all.

## **WORK SCHEDULE:**

- Must come to work regularly and on time. Must be available for early hours.
- Must be able to work early hours according to the needs of the department schedule: includes weekends and holidays.

## **WORKING CONDITIONS:**

Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner. Kennel attendants work directly with animal waste, disinfectants, soiled bedding, laundry, and dishes.

## **BENEFITS:**

The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), short and long-term disability, paid vacation and sick time, and other benefits.

## **EXAMINATION:**

Qualified applicants will be invited to an interview to further evaluate each candidate's experience, knowledge, skills and abilities.

## **TO APPLY:**

Send résumé along with a brief cover letter to [hr@pasadenahumane.org](mailto:hr@pasadenahumane.org) or by mail to *Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105* or by fax to (626) 792-3810. **No phone calls or email inquiries please.**