



pasadena humane society & spca

## **Animal Care Assistant**

**FLSA Classification**  
**Seasonal Full-time Non-Exempt**

**REPORTS TO:** Animal Care Manager

**DIVISION:** Operations

**DEPARTMENT:** Animal Care

### **JOB DESCRIPTION**

#### **SUMMARY/OBJECTIVE**

Provide proper husbandry care for all animals, including, but not limited to, feeding, walking and entering notes.

**SUPERVISORY RESPONSIBILITIES:** None.

#### **JOB DUTIES AND RESPONSIBILITIES**

- Responsible for feeding the animals.
- Clean and disinfect the kennels.
- Maintain and enhance the cleanliness of the areas surrounding the kennels
- Assist in animal intake and cage transfers.
- Work with the Store and Boarding Assist and in welcoming dogs for boarding and carryout service.
- Transfer animals to clinic and behavior departments.
- Assist health staff after euthanasia.
- Alert appropriate staff of any concerns about an animal's health or well-being.
- Take initiative to keep kennels cleaned throughout the day.
- Follow procedures to keep animals comfortable in inclement weather.
- Restock supplies.
- Receive and process shipments from suppliers.
- Ensure a positive, educational approach to customer service with a goal of educating the public and keeping animals in homes as appropriate. Promote a positive relations with the general public, volunteers and staff while promoting the Society's programs, policies and philosophies. Address customer complaints.
- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.
- Ensure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.

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- Perform other duties as assigned.

## **REQUIREMENTS AND QUALIFICATIONS**

- 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, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy and refrain from abusive, insubordinate and/or violent behavior.
- Must be able to work independently with minimal supervision.

## **SKILLS AND QUALIFICATIONS**

- High school graduate (or GED/proficiency certificate).
- Must be at least 18 years of age at the time of appointment.
- Have the ability to stay standing or active during entire shift.
- Proficient in computer applications, including the shelter system, Microsoft suite and email.
- Strong sense of professional judgement and ability to maintain confidentiality.

## **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. This is a seasonal position lasting 20 weeks from June to November.

## **WORKING CONDITIONS:**

- Fast-paced environment. 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. Work directly with animal waste, disinfectants, soiled bedding, and dishes.
- Daily activities include lifting, bending, stooping, and other strenuous tasks. The majority of the work is performed outdoors and is subject to heat and other weather conditions.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include

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close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.