



ANIMAL SHELTER CLEANER

Job Title: **Animal Shelter Cleaner**

Job Code: **AN103C**

Pay Grade: **Casual**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under close supervision, provides cleaning for the shelter animals kept in the County animal shelter.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides basic care for animals kept in the County animal shelter in compliance with all applicable rules, regulations, and procedures.
- Cleans and maintains safe and sanitary conditions in the animal shelter.
- Cleans and feeds animals, and performs basic medical care, restraint and infection control procedures.
- May assist with general office functions such as customer service.
- Provides information and assistance to visitors within the scope of authority.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office and the County animal shelter; work involves physical demands; must maintain a level of physical fitness to meet Department standards.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D.

A valid Driver's License is required. May be required to pass a background investigation

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Proper animal control practices.
- Physical characteristics of common breeds of dogs and cats.
- Principles of record keeping and records management.

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