



ANIMAL SHELTER CLEANER JOB DESCRIPTION

Job Title: Animal Shelter Cleaner	
Dept./Division: PHSS – Animal Shelter	Job Class Code: 1311
Pay Grade: Casual	PCN: 131100X
FLSA: Non-Exempt	Effective Date: February 2026
Representation Status: Non-Represented	Revision Date: February 2026
Reports To: Animal Shelter Manager	

NATURE OF WORK

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

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- 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.

QUALIFICATIONS:

REQUIRED: High School Diploma or G.E.D. Must be able to pass a background check.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

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

Job Title: ANIMAL SHELTER CLEANER

Job Class Code: 1311

Skills in:

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

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date