



## Position Description

June 29, 2020

**Job Title:** Animal Care Attendant

**Reports To:** Live Release Manager

**Job Type:** Part-time

**Location:** SAPA!'s Building One at Animal Care Services

---

**ORGANIZATION OVERVIEW:** San Antonio Pets Alive! (SAPA!) is a private nonprofit organization that saves the lives of dogs and cats that find themselves at San Antonio Animal Care Services by no fault of their own. Since 2012, SAPA! saved the lives of more than 50,000 dogs and cats by finding them loving adoptive families, placing them in foster homes, and transporting them to other communities across the country. In addition, SAPA! provides necessary medical services to ensure each pet is healthy and happy.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:** Include but are not limited to the following

- Responsible for feeding, providing fresh water & bedding, dog walking, and enriching the lives of the dogs and cats that reside in the building.
- Capable of working independently as well as in a team.
- Must be able to lift up to 50 pounds, work with cleaning solvents and out in the elements- approximately 50% of this job involves outside work.
- This job is labor-intensive; physical exertion is required. Includes bending, stooping, kneeling, reaching above/below the waist, pushing/pulling movements, lifting, walking, standing for long periods of time.
- Ability to identify signs of animal illnesses, diseases and injuries.
- Responsible for feeding, watering, exercising, and assisting in taking out dogs for the public, volunteers etc. in designated work area. Must maintain a humane and caring attitude at all times towards the animals in their care. Caretakers must be knowledgeable about proper handling and restraint of animals.
- Comfortable with all breeds, sizes, and temperaments. Comfortable with working in a Veterinary clinic environment, willing to assist with handling and restraint of animals.
- Responsible for maintaining the safety, comfort, and well-being of shelter animals in designated work area; all animals must have access to clean water, food, and clean, dry bedding at all times; Dog kennels are to be checked before the employees take their lunch break and before the end of their shift to be sure that the animals are clean and cared for before the staff leaves.

- Provide exceptional customer service, always greeting guests and assisting them with the animals as needed.
- Scrubs, disinfects, rinses animal's kennels, hallways, floors and walls in designated work areas; maintaining area free of animal waste and debris consistently throughout shift.
- Responsible for prompt and proper receiving and kenneling of new animals brought into the animal shelter.
- Identifies and reports problems or concerns directly to Manager on Duty in a timely manner.
- Must demonstrate a low level of absenteeism and lateness as a condition of continued employment. We expect that our employees share our sense of commitment to the animals.
- Responsible for training new staff as needed.
- Works cooperatively with volunteers in partnership to improve quality of life for resident animals; report all concerns or issues with volunteers immediately to location Manager.
- Represents San Antonio Pets Alive in a professional manner at all times: in appearance, demeanor and following the behavior expectations for an ACA.
- Maintain clean, orderly, and sanitized work areas throughout shelter I.E. Back workroom, employee break room/ bathrooms, and public areas where assigned.
- Monitors supply needs and communicate to Manager on Duty what is needed in a timely manner.
- Provides holiday and weekend coverage as required.
- Performs other duties as assigned. There is never a time at an animal shelter when all the work is done, and the animals have been given enough attention.

**PAY:** \$12/hour

Please send resume to Krystina Chandler at [krystina.chandler@sanantoniopetsalive.org](mailto:krystina.chandler@sanantoniopetsalive.org).

Position open until filled.