

Position: Kennel Attendant & Front Desk/Adoptions

PT/Hourly

Summary: Provide primary care for sheltered animals; treat animals with kindness and respect, help socialize animals to make them more adoptable; maintain a clean and sanitary environment for animal health and safety; facilitate animal interaction with potential adopters; maintain confidentiality of information as appropriate; interact professionally and in a friendly manner with the public in person, on the telephone and by email/social media as directed.

Duties:

Observe animal appearance and activity for general physical condition, obvious signs of illness, disease or discomfort

Thoroughly clean and disinfect all areas of the shelter as often as needed

Handle shelter animals in a safe and humane manner

Ensure animals have access to clean, fresh water at all times

Feed animals as appropriate and directed by management

Walk dogs several times per day for exercise, elimination for bladder/bowels

Clean and remove animal waste from kennels and litter boxes as often as needed

Ensure animals are clean and smell fresh

Record/report unusual animal behavior or condition

Report signs of illness, disease, unhealthy activity to management

Assist in intake of animals to shelter as needed and requested

Wash and sterilize food and water containers

Wash and dry towels, blankets, toys and leashes

Clean public and common areas of shelter as directed

Empty trash as needed and directed

Assist clinic and animal care staff as needed

Assist in transfer or adoption of animals as needed

Patrol grounds as requested to pick up trash, litter and animal waste

Maintain equipment used to complete job assignments and keep such equipment and tools in good working condition; notify management of major repairs needed or new equipment necessary to adequately complete assigned work

Assist with adoptions as needed and cross-train to handle animal intake

Assist other employees, clients and volunteers in a cheerful and respectful manner as a representative of the Peninsula SPCA and ensure customer satisfaction

Assist visitors at the front desk and answer shelter telephones when requested to do so by management

Participate in animal intake process as requested and need dictates

Complete animal adoption process with clients as requested and need dictates

Other duties as may be assigned.

Minimum Qualifications:

Should enjoy working with dogs, cats and other small animals

Able to read, write, understand and follow oral and written instructions

Able to humanely handle animals under various circumstances

Able to work harmoniously with fellow employees

Able to stand for prolonged periods of time

Able to lift 40 pounds

Able to bend and squat regularly

Able to handle large animals up to 150 pounds

Have reliable transportation to and from jobsite

Working Conditions:

Work normally performed both inside and outside of shelter

Some exposure to unpleasant odors and noises

Possible exposure to bites, scratches and animal waste

Possible exposure to contagious diseases

Possible exposure to caustic chemicals such as bleach, disinfectants

Physical Demands:

While performing the essential functions of this job, the employee is required to: Stand, walk, reach with hands and arms, see, talk and hear, sit, climb or balance, stoop, kneel or crouch, crawl, lift 40 pounds.

Weekends and holidays required.

Candidates should be at least 18 years old. The Peninsula SPCA is a drug-free workplace.

To apply: Complete an employment application online at www.peninsulaspca.org or in person at Peninsula SPCA, 523 J. Clyde Morris Boulevard, Newport News, VA 23601. Applications are available during regular operating hours, Monday through Saturday, 11 a.m. to 5 p.m.

Mst-3/23/22