Under direction, performs a variety of routine maintenance and cleaning tasks; handles animals as necessary to carry out assignments; does other related duties.

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**Examples of Work:**

Assists in the feeding, cleaning and disinfecting all animal living areas

Maintain safe and sanitary environment for the animals, employees and visitors to the shelter

Help with indoor/outdoor chores.

Capable of bending, lifting, and carrying up to 50 lbs

Maintain accurate record keeping, assisting with medical care and behavior enrichment

Offering outstanding customer service skills, and promoting animals for adoption

Handles animals as necessary in performing routine tasks

**Requirements:**

Must be comfortable and have experience around dogs, cats and small animals. Morning and weekend hours mandatory. Providing humane handling and care for all shelter animals. One (1) year experience in the handling of animals.

For Senior: One (1) year as Animal Shelter Attendant. Upon verification of requirements, promotion will become effective the following July 1.

For Principal: One (1) year as Senior Animal Shelter Attendant. Upon verification of requirements, promotion will become effective the following July 1.

**Knowledge and Abilities:**
Ability to take needed safety precautions in performing the work.

Ability to obtain, store, safeguard, distribute and properly use needed equipment, materials, and supplies and to maintain simple records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.