**Animal Shelter Employee  
Animal Shelter  
Reports to Animal Control Officer  
Non-Exempt Hourly, Non-Benefited**

General Purpose: Performs a variety of animal care, custodial, and maintenance work to provide humane care and treatment of animals in the Animal Care Shelter. No supervisory responsibilities. Typically requires a high school graduation or equivalent, experience in the care and handling of animals. Works with no supervision, reports to the Animal Control Officer.  
  
Essential Duties: Cares for dogs impounded in the Town’s animal shelter by feeding, watering and checking them morning and evening, including weekends; exercising dogs in the indoor run for at least 20 minutes per day; removing dog waste, cleaning and sanitizing the facilities daily in a manner which meets the Colorado Department of Agriculture Animal Industry Division, Pet Animal Care Facilities, and Animal Shelter Regulations. Responsible for keeping dogs isolated in compliance with the animal shelter regulations including feeding and cleaning the isolation area.

Skills: Must have the ability to work with animals; work flexible hours, including weekends; perform job duties without constant supervision; be able to read and write.

Education: A high school diploma or equivalent is required; some experience with animals helpful and previous experience useful.

Physical Activities: In order to perform the essential functions of this job physical strength, flexibility and maneuverability must be maintained to perform prescribed work duties and include the ability to stand and/or walk while sweeping and mopping a floor and transferring dogs from one area to the other; ability to restrain dogs on a leash when necessary and/or while transferring dogs from pen to exercise area; be able to bend, stoop, kneel, crouch, balance, reach, push, pull, lift, grasp and see in order to feed dogs and clean the facility, and perform other duties as assigned.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*