



PO Box 1876 • 517 SE 3rd Street • Pendleton, Oregon 97801 • 541-276-0181

Job Description

Title: Animal Care Assistant

Job Summary: Clean the shelter and provide care to the animals.

Supervisor: Shelter Manager

Duties:

- Treat all animals both on and off the job humanely. You are a representative of the PHS/PAWS even when not at work.
- Clean the shelter; specifically dog kennels, cat condos and outside kennels. Clean all kennels and condos: sanitize, supply fresh bedding/toys, clean and fill the water bowls and food trays.
- Laundry: cleaning and folding.
- Follow all PHS/PAWS protocols.
- Observe animals for any health and/or behavior concerns and note such on their record.
- Under direction of Vet Tech give and record shots.
- In absence of Vet Tech make decisions, in conjunction with Shelter Manager, regarding vet care for animals under PAWS care.
- Completing animal intakes within 24 hours of their arrival.
- Ensure all relevant paperwork is completed in a timely manner.
- Show animals for adoption.
- Answer to Shelter Manager for supervision.
- Perform other duties as assigned.
- Must be able to work on your feet for the duration of your shift.
- Able to move heavy objects, such as a 50lb bag of dog food.
- Experience is a plus.