



Worcester County SHERIFF'S OFFICE



Sheriff Matthew Crisafulli

One West Market Street– Room 1001, Snow Hill, MD 21863

(410) 632-1111 phone/ (410) 632-3070 fax

www.WorcesterSheriff.com

NOW HIRING

Animal Control Kennel Attendant

Starting Salary: \$15.37 HOURLY (1600 hours maximum a year)

Introduction

The Kennel attendant is responsible for the overall care of all the animals within the shelter and performs other duties as required.

Essential Duties and Functions

Animal Care:

Provide adequate food and water to shelter animals/Clean and disinfect all food and water bowls. Monitor animals and immediately report health or abnormalities to Chief ACO

Perform animal bathing and basic grooming. Assist with animal intake, treatment and adoptions

Facility Care:

Daily disinfect kennels, cages and general areas in such a manner as to provide an odor free and low stress environment for the animals. Operate laundry equipment for soiled kennel bedding and surgery laundry. Maintain shelter in an organized manner and keep supplies stocked. Report supplies needed to supervisor

Office duties:

After completion of kennel cleaning and animal care. kennel Attendant shall assist with office duties as requested by the Supervisor. These duties may include answering phone calls. Taking complaints for service. assisting with adoptions. Assisting with or handling the intake of animals surrendered by the public.

Saturday duties:

Kennel cleaning, animal feeding and needed care. Adoptions. Picking up stray cats or dogs that are restrained or confined by the complainant. Picking up animals that will need to be sent off for rabies testing as requested by the health Department.

Qualifications:

High school diploma or equivalent. Must be able to pass pre-employment drug testing and background checks. Available to work weekends and holidays

Knowledge, Skills, and Abilities:

Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the workplace. Team player, able to work in a fast-pace environment and multi-task. Highly motivated, out-going, polite, and professional manner. Knowledge of basic canine behavior and dog breeds. Commitment to the mission, values, goals, and success of WCAC. Must be able to lift, move, or carry animals weighing more than 50 lbs. Good communication skills.