



Animal Care Attendant

Position Summary: The Animal Care Attendant's primary responsibility is the daily care and cleaning of any animals in the care of the Rhode Island SPCA. Reports to the Kennel Manager, Cat Program Manager and the Dog Program Manager. Has a staff relationship with other personnel.

Qualifications: We are seeking an organized, compassionate, and service-oriented candidate with effective communication and customer service skills to join our team.

Position Responsibilities:

- Responsible for the daily care, cleaning and feeding of any/all animals in the RISPCA facility.
- Responsible for the daily cleaning, sanitation and maintenance of all animal enclosures.
- Responsible for all laundry related duties.
- Responsible for the cleaning and sanitation of feeding receptacles and any enrichments toys.
- Responsible for ordering/maintaining a sufficient supply of food and cleaning/sanitation equipment or informing the kennel manager when supplies are needed.
- Responsible for the daily walking/exercise of animals when time allows.
- Responsible for adoption/intake process including customer service and computer related duties.
- Responsible for conducting meet and greets when requested and making final approval on adoption.
- Responsible for ensuring all designated animals are administered required medication.
- Responsible for adhering to procedures for cleaning, feeding, enrichment, and general animal care as defined in the most recent version of the RISPCA Policies and Procedures Manual.
- Perform other duties as required to insure a positive public image and to improve the functioning of the organization.

Education / Work Experience:

- Minimum of 1 year experience working in an animal care facility or equivalent required.
- Minimum of 1 year experience in a customer service position preferred.
- Basic computer literacy required. Familiarity with Shelter Luv desired.
- Ability to work with other departments to accomplish goals and objectives for the organization.

Compensation: This is a part-time position; 16-24 hours per week. Availability and a willingness to work a flexible schedule are a plus. Includes weekend and holiday work. Must be at least 18 years of age and have a valid driver's license.

How to Apply: Interested candidates should send their cover letter and resume to Rhode Island SPCA President and General Agent, Joe Warzycha at president@rispca.com and Kennel Manager, Samantha Arruda at samantha@rispca.com with the subject line "Animal Care Attendant" If your qualifications meet our requirements you will be contacted to set up an interview time. No phone calls.

The Rhode Island SPCA is an Equal Opportunity Employer (EOE). Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, and disability, marital or parental status or protected veteran status