

POSITION SUMMARY

ANIMAL ATTENDANT (CASUAL)

Directorate	Environmental, Planning & Building Services
Section	Environment
Classification	Band 1, Level 4, Grade 4
Position Status	Casual
Commencing Salary Range	\$36.72 per hour
Reports to	BARC Coordinator
Direct Reports	nil
Work Location	Bathurst Animal Rehoming Centre

Position Purpose

An Animal Attendant undertakes animal handling, cleaning and administrative duties at the Bathurst Animal Rehoming Centre and must proactively support the release and rehoming of impounded animals.

Key Responsibilities

- Assist in the care of animals including cleaning and disinfection of all cages, pens, exercise areas and large animal yards
- Feeding, watering, observing and recording behaviour, health and other matters relevant to animal welfare
- Liaise with other staff and volunteers to maximise opportunities for exercise and socialisation of all animals in Council's care
- Completing forms, case notes, data entry and correspondence relevant to the management of all animals in Council's care; tasks are completed in a timely and accurate manner
- Liaise with customers, animal rehoming organisations and other stakeholders to maximise rehoming opportunities and ensure a very high level of customer service is provided
- Process payments and forms for the sale or release of animals
- Assist in operations at the BARC facility including grounds maintenance (mowing, sweeping, cleaning), laundering of animal bedding and other items, and stocking of food supplies and other consumable items.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Certificate II in Animal Care (or equivalent) or at least three year's experience in a similar role
- Demonstrated capacity to handle dogs and cats in accordance with safe operating procedures
- Ability and experience in cleaning and disinfection of animal cages to the required hygiene standard
- High level of customer service skills
- Ability to liaise with internal and external stakeholders to coordinate adoption and rehoming of animals
- Solid working knowledge of animal behaviour and assessment requirements.
- Experience in administrative tasks such as data entry, completion of forms and telephone enquiries
- Basic to Intermediate user of MS Word, Excel and web-based programs
- Demonstrated ability to manage difficult customers both in person and on the telephone
- Demonstrated ability to work in a team environment
- Current Class C NSW Drivers Licence

Desirable

- Experience in handling livestock and aggressive animals
- Authorised identifier (NSW accreditation)
- Certificate III in Animal Care Services

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- Casual position
- Hours of work vary based on operational requirements
- Probationary period of 3 months
- Superannuation of 11.0% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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