AUBURN
Human Resources

Attendant I, Support Services

Job Description

JOB INFORMATION

Job Code	ID04
Job Description Title	Attendant I, Support Services
Pay Grade	VT00
Range Minimum	$27,790
33rd %	$31,030
Range Midpoint	$32,650
67th %	$34,270
Range Maximum	$37,510
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	11/21/2025 10:01:43 AM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Care

JOB SUMMARY

Under direct supervision, the Support Services Attendant I provides basic and routine custodial services or related support for animal clinic and holding facilities.

RESPONSIBILITIES

- Cleans, organizes, and disinfects animal holding areas.
- Prepares animal quarters with essential supplies such as cat litter, litter pans, bowls, trays, linens, and cage paper.
- Assists in laundering, storing, and distribution of all linens.
- Maintains exercise yard, yard equipment, and clinic grounds.
- Assists in transporting waste containers such as sharps, broken glass, chemo, and medical waste to its designated location.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Ability to read and write	Reading, writing, and basic math.	and	0 years of	Experience in custodial services.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and processes for providing customer and personal services.	
This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	
The ability to exert maximum muscle force to lift, push, pull, or carry objects.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting				X		100 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.