

JOB INFORMATION

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| Job Code | ID04 |
| Job Description Title | Attendant I, Support Services |
| Pay Grade | VT00 |
| Range Minimum | \$26,200 |
| 33rd % | \$29,250 |
| Range Midpoint | \$30,780 |
| 67th % | \$32,310 |
| Range Maximum | \$35,360 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/14/2022 |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under direct supervision, the Support Services Custodian 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.
- Assists with other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Substitutions Allowed for Experience | Yes |
| <i>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.</i> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---------------------------------------------------------------------------------------------------------------------------|--|
| 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 | | | | | |
| 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 | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

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

