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Animal Shelter Attendant Assistant *Auxiliary*

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.

Scope

The Bylaw Enforcement & Licencing Section has the opportunity at the Surrey Animal Shelter for an auxiliary Animal Shelter Attendant Assistant. As an Animal Shelter Attendant Assistant, you will be responsible for a range of duties at the shelter which include feeding, cleaning, handling, and exercising a variety of animals. As well as providing customer service to both the customers who visit the shelter and those that reach out via telephone, social media and at events.

Responsibilities

- Clean animals housing area and perform daily maintenance.
- Feed, monitor, care for a variety of animals.
- Monitors health and welfare of animals.
- Perform behaviour modification
- Perform clerical duties including but not limited to answering calls and data entry.
- Assist other staff with their duties and other related duties as required.

Qualifications

- Completion of grade 12 and a minimum of one year experience working with animals.
- Valid BC Driver's Licence with a safe driving history.

You will possess the following knowledge, skills, and abilities:

- Knowledge of methods, practices and procedures for the care and feeding of animals.
- Ability to understand and carry out tasks according to direction provided
- Ability to provide support and assistance at events related to the work
- Ability to move heavy objects and animals.
- Ability to provide support and assistance at events related to the work.

Open Until Filled

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