

ATTACHMENT A

EL NIÑO SHELTER STAFF (PROPOSED)

Monitors

Monitors provide general assistance to shelter residents and potentially their pets. Physical duties include the ability to pull, push, sit, walk and/or stand for up to 12 hours a day; to move light furnishings such as cots, chairs, tables, and to move and lift up to 50 pounds.

- Registers residents
- Distributes meals
- Assists residents with storing belongings
- Distributes clothes and other daily needs
- May provide custodial services (depending on classification)
- Performs other duties as required

Monitors assigned pet-specific duties, under direction of the shelter manager, maintains safe and sanitary facilities at the shelter. Physical duties include the ability to pull, push, sit, walk and/or stand for up to 8 hours a day; to move light furnishings such as cots, chairs, tables, crates; and to move and lift up to 50 pounds.

- Provides care for shelter client's pets while clients are guests of the emergency shelter
- Provides ongoing cleaning and disinfecting of pet's housing areas
- Assures food is provided for shelter animals
- Monitors animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior
- Reports problems promptly and determines and directs the appropriate required action
- Participates in the inspection of animals during client intake process
- Contacts Pet Emergency personnel if needed
- Ensures that clients are courteously and effectively assisted when requesting information about their pets
- Ensures that clear and accurate information is provided, both to the shelter staff and clients
- Maintains records while client's pets are in the custody of the shelter
- Performs other duties as assigned