HSHPE JOB POSTING

Position Title: Animal Care Attendant (Full-Time)

Position Summary

Reports to: Shelter Manager

The Animal Care Attendant is responsible for supporting the daily care, health, and well-being of shelter animals, as well as maintaining a clean, safe, and welcoming environment for animals, staff, volunteers, and the public.

This role also supports adoption processes and provides respectful, responsive service to community members.

Employment Status & Scheduling

- Full-time position (as defined by the Collective Agreement)
- Scheduled 40 hours per week, based on operational needs
- Shifts are typically 8 hours, Friday - Tuesday
- Scheduling is in accordance with Article 17 (Hours of Work) of the Collective Agreement

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Compensation & Benefits

- Wage rate in accordance with Article 24 (Wages) of the Collective Agreement
    - **$18.26** per hour
- Vacation in accordance with Article 23
- Up to two (5) paid sick days annually for full-time employees
- Employer-paid Employee Assistance Program (EAP)
- Workplace Safety and Insurance Board (WSIB) coverage
- Additional entitlements may apply per Collective Agreement

Key Responsibilities

Animal Care

- Provide daily care including feeding, cleaning, enrichment, and monitoring of all shelter animals
- Administer medications and treatments as directed
- Observe and report health or behavioural concerns

Shelter Operations

- Maintain high standards of cleanliness and sanitation throughout the shelter
- Perform laundry, dishwashing, and general housekeeping duties
- Support intake, transfers, and transport of animals as required

Client & Community Service

- Support adoption processes and respond to public inquiries
- Provide accurate, respectful, and compassionate customer service
- Promote responsible pet ownership and the organization’s mission

Team & Workplace Safety

- Work collaboratively with staff and volunteers
- Follow all health and safety procedures and immediately report hazards or incidents
- Contribute to a respectful, inclusive, and harassment-free workplace consistent with Article 5

Qualifications & Skills

Required

- Secondary school diploma (or equivalent)
- Valid Class “G” driver’s licence with a satisfactory driving record
- Ability to perform physically demanding duties (lifting, cleaning, animal handling)
- Strong interpersonal and communication skills
- Ability to work independently and as part of a team

Assets

- Experience working with animals in a shelter, clinic, or similar environment
- Animal care training or certification
- Familiarity with shelter software (e.g., PetPoint)

Work Environment & Requirements

- Regular exposure to animals, cleaning agents, and emotionally sensitive situations
- Ability to work in a fast-paced and sometimes unpredictable environment
- Must be able to safely perform duties in accordance with Occupational Health & Safety requirements

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Equity, Inclusion & Workplace Commitment

The Employer and the Union are committed to a workplace free from discrimination, harassment, and bullying, in accordance with Article 5 of the Collective Agreement and applicable legislation

We encourage applications from individuals of all backgrounds and experiences.

Union Information

This position is part of the bargaining unit represented by UFCW Local 175.

Union membership and dues are required as a condition of employment in accordance with Article 8