



## **JOB DESCRIPTION**

### **Kennel Assistant**

**REPORTS TO:** Campus Manager

**POSITION TYPE:** Hourly

### **Skills and Requirements**

#### **Minimum Educational and Certification Requirements**

- Attending High School, High School Diploma or GED (Experience may be substituted).
- Must be or able to be Red Cross CPR/First Aid and Pet CPR/First aid certified.

#### **Personal Requirements**

- Genuinely enjoys working with dogs.
- Can work unaffected in an environment where dogs are barking.
- Must be available to work weekends and holidays as needed.
- **Physical Effort:** Have the physical strength and ability to stand for an entire shift when needed, and be able to lift dogs and objects weighing up to 40 pounds with or without assistance, handle repetitive up-and-down or back-and-forth motions, and work while bending. Must be able to work outdoors in the heat and cold.
- **Working conditions:** May be exposed to unpleasant odors, noises and animal feces. Must have proof of current tetanus vaccination; may be exposed to bites and scratches.

#### **Salary Range**

- The range for the position is \$8.00 to \$10.00 per hour.
- Benefits are outlined in the employee manual and are separate from the hourly wage.

### **General**

#### **General Knowledge, Skills and Abilities**

- Must consent to and be able to pass an FBI Background Check
- Must consent to sign and adhere to SDA's Confidentiality Agreement.
- Must possess a valid driver's license and/or reliable transportation.
- Understand what actions that would constitute animal cruelty under state or local laws or the organization's policies will be grounds for immediate reprimand and/or termination.
- Must have ability to communicate effectively both verbally and in writing with staff, clients, and public.
- Must have basic computer skills
- Must be able to work well on their own
- Must be able to work as part of a team
- Must be dependable, punctual and very responsible
- Must have excellent cleaning and organizational skills.
- Must be able to follow oral and written instructions.
- Must have good analytical and problem-solving skills.

## **General Tasks**

- Cleans and maintains kennel area, keeping kennels clean, sanitized and odor free.
- Walking, feeding and picking up after the dogs.
- Light cleaning of offices, mopping floors and cleaning restrooms.
- Ensure safe walkways during inclement weather. Remove ice and/or snow from walkways and runs. Place salt or sand on walkways as needed.
- Gather garbage and place it in designated receptacles.
- Walk dogs on a leash when exercising. Make sure the dog is heeling properly and not pulling.
- Practice obedience commands with the dog at all times.
- Monitor kennels for toy safety and remove choke hazards.
- Ensure dogs' safety and well-being at all times.
- Gain knowledge of Assistance Dogs International (ADI) accreditation, standards and ethics.
- Gain knowledge of pertinent canine laws (i.e., leash laws and public access laws)
- Maintain a professional appearance while at work, including clean and pressed uniforms or clothes. Change clothes daily as necessary to look professional and avoid carrying odors.
- Maintain an even, friendly demeanor while on the job. Perform job tasks efficiently without rushing.
- Show respect for clients, team members, and animals at all times.
- Maintain a list of tasks and engage in productive work during slow periods.
- Assist other employees as needed. Avoid waiting for coworkers to ask for assistance.
- Participate in all staff and training meetings.
- Maintain strict confidentiality regarding clients for whom the organization provides services.
- Follow established facility closing procedures to ensure the security of dogs, boarders, and the building.

## **Kennel Procedures and Maintenance Tasks**

### **Cage-Cleaning**

- Follow procedures for cleaning and disinfecting kennels and runs.
- Remove feces and place them in a separate container for disposal as directed by the organization.
- Remove food and dirt from cages and runs.
- Wash kennels and runs with a diluted disinfectant/bleach solution daily. (solution mixture; 8 ounces disinfectant and 24 ounces of bleach) Set ortho sprayer on "2 ounces" and pour solution into sprayer container. Leave on for 10-15 minutes, rinse with clear water and squeegee.
- Remove and wash all bedding after use. Empty and wash water pails, bowls, and food dishes after use.

### **Facility-Maintenance**

- Maintain kennel and grounds as directed by Kennel Manager.
- Ensure the proper functioning of all kennel equipment. Bring significant malfunctions to the attention of the Kennel Manager.
- Performs other duties as assigned.