

## Job Description

<b>JOB TITLE:</b>	Kennel Technician- Dog	<b>DEPARTMENT:</b>	Animal Care		
<b>SALARY RANGE:</b>	\$8.50/hr	<b>TYPE:</b>	Nonexempt	<b>REPORTS TO:</b>	Dog Kennel Team Lead
<b>PREPARED BY:</b>	Megan Toeller, Animal Care Manager	<b>DATE:</b>	December, 2018		

### ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE *include the following. Other duties may be assigned.*

Under the leadership of the Kennel Team Leader, a Kennel Technician provides the daily care, cleaning and feeding to dogs in both the “Ready” and “Not Ready” areas of the Humane Society. Will work to ensure the health, safety, comfort and well being of animals in our care and adhere to all safety and cross contamination policies to prevent the spread of disease. Will oversee, assist, and support volunteer dog walkers in providing exercise and socialization of dogs. Will assist Adoption Counselors in showing dogs and facilitating adoptions as requested. Will assist the Animal Trainer in socialization and training of dogs by following training protocols put in place by the Animal Trainer and giving regular feedback. Duties include animal handling and care, hard physical work and the ability to manage a wide variety of dogs, including those that may be extremely shy or aggressive. Must demonstrate compassion for animals and an ability to work well as a team member and to serve as a positive representation of the Humane Society to both staff and the public.

### REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES

1. Provide food and water as directed to meet the specific needs of each animal.
2. Conduct thorough and appropriate cleaning of cages, kennels and common areas, and participate fully in cleaning food and water dishes, bedding, toys, etc. to the specifications prescribed to ensure a safe, clean environment and avoid cross contamination of disease and bacteria.
3. Observe and report changes in animal’s conditions to the Animal Care Manager or Kennel Team Leader to ensure the health and well being of all animals in our care.
4. Oversee, assist and support volunteer dog walkers in providing exercise and socialization of dogs and observe and report any difficulties or concerns to the Kennel Team Leader or other supervisor.
5. Assist Adoption Counselors in showing or meeting dogs for adoption, as requested by the Adoption Counselor, and providing excellent customer service to potential adopters.
6. Observe and monitor the public contact with animals in the kennels to ensure the safety of guests and dogs. Unsafe or inappropriate actions should immediately be addressed by the Kennel Technician or reported to a manager.
7. Monitor food, litter, cleaning equipment and other supplies and notifies Team Leader regarding all supply needs on a timely basis.
8. Other duties as assigned by Animal Care Manager, or Executive Director.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

1. Must have general knowledge of animal care, preferably in a sheltering or veterinary practice environment and be able to handle dogs in a safe and secure manner.
2. Must exercise good judgment and maintain calm and clear thinking under stressful and difficult situations.
3. Must be able to work in a positive manner with people and exhibit the ability to function as part of a team.
4. Must be able to lift and carry weight up to 50 lbs., stand for long periods of time, and perform hard physical tasks.
5. Must be able to pass random drug screening tests.

**EMPLOYMENT DISCLAIMER:** *This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*