

Job Description

Job Title: Kennel Attendant

Department: Animal Care

Reports To: Kennel Manager

FLSA Status: Part-time, Non-Exempt, may include weekends and holidays

Prepared By: Shelter Operations Director

Revised:

PURPOSE

To provide exceptional animal care and provide for safe, clean, and enjoyable experience for our pets, staff, and visitors. Kennel Attendants enhance Animal Allies Humane Society's (AAHS) capacity to transform stray and surrendered animals into adoptable animals and teach our community humane values.

SUMMARY

This position will provide caring, humane treatment to shelter animals in a safe healthy environment as outlined within the guidelines of Animal Allies Humane Society mission and policy/procedure statements and under the direction of the Kennel Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily routine care of Shelter Animals including: cleaning and disinfection of kennels, supplies and surroundings. Deep cleaning of kennels after an animal has been adopted or moved within the shelter.
- Ensure clean and safe condition of animal habitats to maximize animal's adoptability.
- Providing fresh food and water daily, while noting appetite, stool and kennel appearance in the daily records.
- Provide enrichment for animals under direction of Kennel Manager.
- Regularly checking of all animals in assigned area for health problems, and reporting any concerns to the Medical Manager or Shelter Veterinarian.
- Deep-cleaning of isolation kennels and deep-cleaning of observation kennels as directed.
- Providing proper training, guidance and instruction to volunteers who assist with animal care.
- Follow all written and stated policies and procedures regarding documentation.
- Perform daily general cleaning duties including sweeping, mopping, and vacuuming of public areas, garbage and recycling removal, and cleaning and restocking of restrooms.
- Maintain cleaning and maintenance supplies. Inform Kennel Manager when supplies are low and re-stock under their direction.

- Perform laundry room duties including washing/sanitizing dishes, cleaning, drying and folding laundry, keeping dryer free of lint, ensuring adequate chemical levels on washing machine and cleaning of drain on washing machine.
- Perform behavior assessments under the direction of the Kennel Manager and/or Kennel Lead
- Perform daily animal evaluations under the direction of the Kennel Manager and/or Kennel Lead
- Assist with snow and ice removal.
- Regular participation in staff meetings and trainings to share ideas and suggestions to improve animal care and shelter operations.
- Perform various other duties as assigned by management personnel.

QUALIFICATIONS

- Must be able to work with other staff, volunteers, and the public in a positive, practical manner and be able to work with minimum supervision.
- Previous kennel or animal care experience will be considered an asset.
- Must good verbal and written communication skills.
- Must a genuine interest in and concern for the overall well-being of animals and demonstrate empathy and compassion for shelter animals.
- Position is physically demanding, including heavy lifting, pushing and pulling which would require an individual with ability to maintain a level of fitness and endurance to fulfill the required duties.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations.

Individuals may need to sit or stand as needed. The position may require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to store materials and provide care and supervision of domestic animals up to 150 lbs. throughout the workday. Proper lifting techniques required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without accommodations.

The performance of this position may occasionally require exposure to animal shelter areas and interaction with domestic animals of varying temperaments which may require the use of personal protective equipment such as safety glasses with side shields, protective gloves, and hearing protection.

For the most part ambient room temperatures, lighting and traditional equipment as found in a typical Animal Care and Control facility.

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require that other or different tasks be performed as circumstances change.

Please send application or cover letter and resume to:

Animal Allies Humane Society
Attn: David Carlson, Kennel and Facilities Manager
4006 Airport Rd
Duluth, MN 55811

or email to:

david@animalallies.net