

JOB DESCRIPTION

KENNEL TECHNICIAN

REPORTS TO: Practice Owner, Manager, or Kennel Manager

POSITION OVERVIEW

Veterinary kennel assistants are responsible for the day-to-day care of in house patients. This includes feeding, watering, cleaning, walking, and monitoring the wellbeing of dogs and cats. Kennel assistants must have sufficient physical strength, mobility, and stamina to lift and/or move heavy pets and objects, the dexterity and confidence to administer medications, and the ability to monitor pets for signs of distress or disease. It is essential that they have the ability and willingness to learn and the desire to provide gentle, compassionate care for boarded and hospitalized pets. Kennel experience is not always a prerequisite for this position. In addition, the kennel staff also is responsible for the cleanliness of the hospital.

POSITION REQUIREMENTS

AGE REQUIREMENT

Minimum age requirement is 16 years old.

EDUCATION REQUIREMENTS

High school degree or in the process of attaining.

EXPERIENCE REQUIREMENTS

Animal care background is desirable, but not required.

PERSONAL REQUIREMENTS

- Genuinely enjoys working with animals and is able to deal with them even when they are stressed, ill or in pain.
- Can work unaffected in an environment where dogs are barking.
- **Physical Effort**: Work requires lifting and carrying animals and food bags (will be assisted by other staff members in lifting animals over 40 lbs). Walks or stands for extended periods or time; frequently works in a bent position.
- **Working conditions**: May be exposed to unpleasant odors, noises and animal feces. May be exposed to bites, scratches and contagious diseases.

WAGE RANGE

The range for the position is \$10.00 per hour to \$12.00 per hour.

Benefits are outlined in the employee manual and are separate from the hourly wage.

PERFORMANCE EXPECTATIONS

- Provides compassionate care to patients.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Receives animals to be admitted, is responsible for their proper identification and for recording their respective locations.
- Releases animals to their owners as directed by the doctor; ensures that every animal released is clean and properly groomed prior to their release.
- Has the ability to communicate with owners and make them feel comfortable with leaving their pet(s) in our care.
- Can follow a regular schedule for cleaning and sanitizing hospital and all cages, runs, wards and related areas; changes litter boxes and food/water bowls.
- Can feed each animal as prescribed by the attending doctor.
- Understands the importance of prioritizing tasks and keeps oneself busy and productive during work shifts.
- Can maintain laundry for the kennel and hospital.
- Maintains the grounds of the property including waste disposal, light maintenance of landscape upkeep and general building maintenance.
- Can brush out patients.
- Can collect urine and fecal specimens.
- Can recognize and report any unusual condition or abnormal behavior.
- Can assist doctors and technicians with the administration of medications or with patient restraint.
- Cleans equipment and facilities using chemicals and supplies; understands the importance of safety of use of chemicals in our facility.
- Maintains the cleanliness of the hospital each day.
- Understands and carries out the daily, weekly, and monthly chore list to maintain the hospital cleanliness, the equipment, and overall appearance of the hospital.
- Follow OSHA standards. Be able to find Material Safety Data Sheets quickly.
- Understands and carries out oral and written directions.
- Maintains positive, cooperative relationships with other employees.
- Assist other employees as needed. Avoid waiting for coworkers to ask for assistance.
- Participate in your performance appraisal, and, as requested, in those of others.
- Participate in all staff and training meetings.
- Be willing and able to teach other staff members kennel skills.
- Maintain constant vigilance regarding open doorways that could allow pets to escape from the facility.
- Performs other duties as assigned.