

DAKIN HUMANE SOCIETY POSITION DESCRIPTION



TITLE: **KENNEL ATTENDANT**
REPORTS TO: S/N Clinic Manager
HOURS: Full-time or part-time, non-exempt, hourly position.

FUNCTION: Assists in maintaining a clean and sanitary environment of the Spay & Neuter Clinic to prevent the spread of contagious diseases.

DAKIN'S GUIDING PRINCIPLES

Our Mission: Dakin Humane Society delivers effective, innovative services that improve the lives of animals in need and the people who care about them.

Our Foundational Belief: We believe people are good and will make good decisions for animals when they are treated with kindness and understanding, and when they have enough information and resources.

Our Core Values: Integrity, Compassion, Innovation

RESPONSIBILITIES:

- Performs routine kennel work, including cleaning and disinfection of animal care areas, cages, kennels and public areas while adhering to disease prevention protocols.
- Laundry, including washing, drying, sorting and restocking linens in assigned areas.
- Disposal of trash and recycling from assigned areas.
- Sweeping and mopping while adhering to disease prevention protocols.
- Cleaning and disinfecting animal carriers, litter boxes, humane traps, and housing.

Other Responsibilities:

- Monitors and tracks usage of department supplies and alerts management of supply needs and faulty equipment.
- Assists with the maintenance and upkeep of animal care facilities and equipment.
- Assures the safety of the Dakin workplace and actively monitors safety for staff, clients, and animals. Follows safety guidelines to ensure a safe work environment.
- Complies with Dakin personnel policies.
- Represents Dakin in a professional and courteous manner at all times.
- Provides quality service to customers, volunteers, donors, and staff recognizing their individual contribution to the success of our organization.
- Attends appropriate staff meetings.
- Performs other duties as assigned.
- Runs errands as needed.

Position Requirements:

Education:

High school diploma or equivalent.

Mental, Physical and Communication Demands:

- Requires reliable attendance.
- Must be able to manage time and be able to complete tasks with minimal supervision after training period.
- Must understand the importance of disease prevention protocols and is able to adhere to them after training period.
- While performing this job the employee will regularly be required to use hands and arms to reach, grasp, and hold supplies and other tools; to talk and speak clearly to co-workers; and to hear questions and animals.
- This job requires a great deal of standing, walking, sitting, kneeling, crouching and general mobility throughout the day. It includes the ability to lift, carry, and push animals and supplies not more than 50 lbs regularly throughout the work day, and cleaning of animal areas.
- This job requires working around and with chemical compounds (i.e., bleach, detergents, and disinfectants) used to clean and disinfect kennels, cages, and other surfaces.
- Requires the ability to work in an environment with generally moderate, but occasionally loud, noise levels.
- While working with shelter animals there is a risk of exposure to parasites and infectious diseases.
- Allergic conditions, which would be aggravated when handling or working around animals or cleaning supplies, may be a disqualification.
- Must have affection for animals, concern for their welfare, and a willingness to accommodate animals in the workplace.

I acknowledge that I have received and read the job description for the position of Kennel Attendant. I understand the duties and responsibilities associated with this position and I am aware of the qualifications and skills required to perform this job effectively.

Employee signature: _____ Date: _____