



Available Position

Kennel Technician

Pay/Employee Type:	Hourly (non-exempt)/part time and full time
Reports to:	Kennel Supervisor
Supervises:	None

Function:

Provides for the general care and maintenance of shelter animals. This encompasses providing necessary services for humane feeding, watering, and caring for animals on the campus, as well as performing related work in maintaining and operating the kennels in a sanitary and efficient manner, an Animal Care Technician may have direct interaction with potential adopters, and must always present him/herself in a professional manner and consistent with the guiding principles and values of the Animal Foundation.

Duties and responsibilities:

1. Prepares food for and feeds animals regularly. Puppies under three months of age are fed twice a day. Older dogs are fed once a day. Dogs and puppies are fed at the rate of: 1lb – 5lb $\frac{1}{2}$ to $\frac{2}{3}$ cup, 6lb – 10lb $\frac{3}{4}$ to $\frac{11}{8}$ cup, 11lb – 20lb $\frac{11}{3}$ to $\frac{13}{4}$ cup, 21lb – 40lb $\frac{21}{4}$ to 3 cups, 41lb – 60lb 3 to $\frac{41}{4}$ cup, 61lb – 80lb $\frac{33}{4}$ to $\frac{51}{4}$ cup, and 81lb – 100lb $\frac{41}{2}$ – $\frac{61}{4}$ cup. Prepares food for and feeds cats each morning. Cats and kittens are fed at the rate of: 1lb – 5lbs $\frac{1}{4}$ to $\frac{3}{4}$ cup, 6lb – 10lb $\frac{3}{8}$ $\frac{5}{8}$ cup, 11lb – 15lb $\frac{5}{8}$ to $\frac{7}{8}$ cup.
2. Makes sure all animals have water at all times.
3. Washes and disinfects all animal food and water bowls every day prior to feeding.
4. Cleans and disinfects inside and outside of all dog kennels, walls, and floors on all cages everyday.
5. Inspects all cages several times a day to ensure that any animal waste is picked up immediately.
6. Ensures all litter pans are clean and kept clean throughout the day.
7. Cleans and disinfects inside of all cattery cages, cattery walls, and ensures that the cattery is kept clean throughout the day.
8. Maintains a neat and orderly appearance of all kennel areas.
9. Washes and disinfects all cat carriers used for transport every day.
10. Delivers animals to Clinic staff for euthanasia and other medical procedures. Makes certain that the right animal is being delivered by checking the door card against the animal's collar for matching ID numbers and all information for the animal matches the data in Chameleon.
11. Provides continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Adoption/Kennel Manager.

12. Medicates and administers first aid at the direction of the Veterinarian and Clinic Manager.
13. Assist in cleaning, sweeping, and mopping all areas of the facility.
14. Stocks food items and assists in the transfer of donated food to the food room.
15. Washes towels and rags used in the bathing of animals and the cleaning of the facility.
16. Ensures door cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location (check the ID number on the door card against the number on the animal's collar and all data for the animal matches the information in Chameleon).
17. Assist the potential adopter with a good match for family or individual.
18. Assist the customer with any assistance they may need regarding any animal.
19. Other duties as assigned.

Qualifications & Physical Demands:

High School Diploma or G.E.D. required. Have the ability to ensure the practice of animal health/welfare according to policies and procedures of The Animal Foundation. Ability to deal tactfully and effectively with staff, volunteers, and the general public. Have the ability to communicate the English language effectively in oral and written form. Basic knowledge of animal breeds and characteristics desired. Basic knowledge of animal health, nutrition, and humane care desired.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

The employee is continuously exposed to animals, animal waste, high noise and potentially hazardous conditions, including the risk of animal bites and working outdoors for extended periods of time during cold and extremely hot weather.