



Kennel Attendant Job Description

Job Title:

Kennel Attendant

Job Type: Part-time

Hours: 10 – 30 hrs per week, schedule varies

Pay Rate: Hourly, Dependent on Qualifications **Reports to:** Executive Director

Job Summary:

Provides care for sheltered animals. Treats animals with kindness and respect and seeks to socialize in order to make them more adoptable. Maintains a clean and sanitary environment for shelter animals.

Specific Job Duties:

- Clean and maintain kennels and animal living areas on a daily basis.
- Clean other shelter areas. Sweep, take out garbage, wash windows, etc.
- Clean and maintain shelter equipment: i.e. carriers, leashes, brushes, etc.
- Wash food and water bowls and put them away in an orderly fashion.
- Provide each animal with food and water following approved feeding protocols.
- Help as needed with the check-in of new animals and inspection.
- Follow proper safety measures and procedures when using chemicals and cleaning supplies
- Assist other employees, clients, and volunteers in a cheerful and respectful manner as a representative of the Beltrami Humane Society.
- Help with washing, drying and folding of laundry.
- Help maintain a clean and organized warehouse.
- Inform kennel coordinator of any health issues with the animals.
- Responsible for all other duties as assigned by the executive director.

Skills/Qualifications:

- Should enjoy working with dogs and cats
- Able to read, write, understand and follow oral and written instructions
- Able to humanely handle animals under various circumstances



- Able to work harmoniously with other employees
- Able to stand for long periods of time
- Able to lift and carry 40 lbs bags and boxes
- Able to bend and squat regularly
- Able to handle large animals (up to 100 lbs dog)
- Must be punctual, reliable, and responsible

Requirements:

- Hours may vary from Monday – Sunday, 8 am – 4 pm

Employee Name

Employee Signature

Supervisor Signature

Date

Date