



## **Kennel Attendant Job Description**

### **Job Title:**

Kennel Attendant

**Job Type:** Part-time

**Hours:** 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

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Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date