

## **JOB TITLE**

Kennel & Training Assistant

## **SUMMARY**

The Kennel & Training Assistant provides care and the basic needs of dogs that are being boarded or are at Happy Tails for training.

## **RESPONSIBILITIES INCLUDE (*but are not limited to*)**

- **Cleaning Responsibilities**

- Clean, disinfect and maintain kennels & cages as often as is necessary to ensure no cages or kennels are soiled and odors are not apparent
- Perform general cleaning in other areas of the center to control the spread of disease (training room, kitchen, front offices & lobby)
- Launder and dry towels and blankets
- Wash and sterilize water and food bowls
- Empty trash indoors and outdoors
- Patrol outdoors grounds daily, picking up and trash and stool material

- **Proper care of all dogs at our center**

- Proper feeding, medicating and care of all animals
  - Record information such as feeding schedules, appearance, behavior of animals that are boarded
  - Observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent. Report signs of illness, disease, injury or unusual activity to staff
  - Handle animals as required
  - Walk dogs several times a day to provide exercise and time for elimination of bowels and bladder.
  - Bathe, groom and provide care to boarded and hospitalized animals utilizing techniques that vary depending on type of hair, coat, breed and owner instructions
  - Apply knowledge of normal food and liquid requirements of animals. As required, provide special food and liquids.
  - Check in/Check Out dogs to clients. Ensure that animals are clean and fresh smelling prior to discharge.
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- Ensure that cages and dogs are properly identified and that personal property (toys, treats, blankets, leashes) are stored in the proper area identified.
  - Exhibit a technical knowledge of products and medications sold, including dietary products.
  - Demonstrate the ability to explain and educate clients on products and answer their questions regarding product purchase/use.

- Work well with all employees and ensure that your actions support the hospital, the doctors and the practice philosophy.
- Perform other duties as assigned.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and six months experience working with animals is desirable; or equivalent combination of education and experience. Requires thorough knowledge of animal handling skills, animal behavior, and animal care.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

**Please Sign to agree that you are willing and capable to perform all duties listed.**

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**Signature**

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**Date**

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**Print Name**