



Job Title: Kennel Attendant

Reports to: Team Leader/Executive Director

FSLA Status: Non exempt – hourly

General Summary: Responsible for cleaning and sanitation of all animal areas inside and outside of the Shelter, following established disease control protocols. Maintaining all work areas in an organized manner.

Essential Duties and Functions:

Animal Care

- Provide adequate food and water to the shelter cats/dog daily.
- Participate in stress and disease reduction efforts through compassionate handling and placement of animals in the shelter environment.
- Provide animals blankets, toys and other available care items if appropriate to help reduce stress and boredom.
- Use of proper restraint techniques and knowledge of safety equipment available to maintain safety for animals, clientele, volunteers and staff.
- Entering and updating entries in the computer record assuring all animals are accurately recorded for record retention and research.
- Be attentive to health of the animals, notifying the medical staff if there are concerns.

Facility Care

- Follow established disease control protocols to daily clean, disinfect, and maintain shelter kennels, cages, and general areas both inside and outside.
- Load and transport laundry to Servall. Keep all laundry bags both clean and dirty out of walk ways.
- Wash and disinfect all dishes.
- Restock cleaning areas with supplies and equipment.
- Maintain equipment in working condition, report equipment or supply needs to team leader of ED.
- Maintain work and general areas in an organized manner.

People Care

- Cultivate positive client, volunteer and coworker relations through professional, courteous, and educational interactions.
- Practice and encourage the humane treatment of animals.
- Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs, and events.
- Work cooperatively with volunteers, recognizing the talent and commitment they bring to the Humane Society.

Safety

- Ensure a safe work environment; following all safety guidelines, including PPE, and modeling safe work practice.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk.

Physical Requirements and Work Environment:

- Work is performed in a kennel/shelter setting and outdoors.
- Frequent bending, reaching, kneeling, climbing stairs, walking and standing on feet 8-10 hours per day while performing job functions.
- Exposure to disinfectant solutions when cleaning.
- Exposure to various weather conditions when working outdoors.
- Occasional lifting of up to 50 pounds with reasonable accommodations.
- Consistently exposed to animals, animal allergens, loud noises, and odors under conditions with limited alterations available.

Qualifications:

- High school diploma or equivalent.
- Available to work weekends, holiday shifts, and overtime as needed.

Knowledge, Skills and Abilities:

- Commitment to the mission, values, goals, and success of the Humane Society of the Black Hills.
- Highly motivated, out-going, polite, and professional manner.
- Team player, able to work in a fast-paced environment and multi-task.
- Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place.
- Computer skills.

This job description reflects the general details of the specific job and is not necessarily a complete listing of all the work assignments that may be required.

By signing below I acknowledge that I am 18 years of age or older and I am physically able to perform the duties mentioned above. I also am signing that I understand and accept that the Humane Society of the Black Hills "Drug Free Workplace" Policy. I know I may be asked to submit to a urinalysis or blood test at the expense of my employer in random selection or for cause. Refusal will result in termination.

Signature

Date

HSBH Representative Title