

KENNEL CARE ATTENDANT

SUMMARY

We take pride in the care that we give to the pets that stay with us. We do everything in our power to make their stay safe and comfortable. We accomplish this by doing the following: Feeding, Cleaning, Exercising, Bathing, and filling out Reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Places ID collars on all animals.
- Place flow sheet and or cage card on cage or run. Walks through the kennel areas checking each animal individually for any abnormal activity such as vomiting, diarrhea, or blood in the cage or run.
- Reports all abnormal activity to supervisors, doctors and nurses, makes notation on flow sheets and or charts so the animal can be examined.
- Recognizes emergency situations, enlisting the aid of doctors and nurses.
- Marks charts correctly for eating, drinking, fecal and urine production.
- Feeds, waters & walks animals according to schedules.
- Cleans and disinfects cages, runs and yards as needed using hoses and spray bottles of disinfectant. Uses a squeegee to remove excess water.
- Cleans cat litter boxes and disinfects kitty cages.
- Cleans and disinfects all food and water bowls.
- Wears personal protective equipment required for the area and maintains the personal protective equipment in good working order. Personal protective equipment is described as goggles or face shields, aprons, full body aprons, gloves, boots and booties, or any other equipment assigned.
- Moves animals to disinfected runs; returns the animal to the correct run after the run is clean and dry.
- Picks up soiled bedding and moves it to laundry area.
- Places clean bedding in run with animals.
- Operates washer and dryer to clean kennel bedding and hospital laundry.
- Remove all trash
- Restock supplies
- Sweep and or vacuum entire hospital followed by mopping.
- Supervises animals when they are in the hospital and performs “TLC” play times or walks for those animals that have requested it.
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- Administers all flea and tick control on all animals.
- Takes animals to treatment room for all vaccines to be administered.
- Records and labels all belongings.
- Records medication instructions on the kennel medication board.
- Takes clients on kennel tours, explains services we offer, gives out brochures.
- Works outside all year round, part of the job requires working without the aid of air conditioning for extended periods of time: during play times,

- cleaning/disinfecting the outside portion of the indoor/outdoor runs, and moving animals into and out of the yards during cleaning/disinfecting the indoor runs.
- Assisting in animal restraint, nail trimming, ear cleaning.

Cleaning & Maintenance

Keep the medical area of the hospital a clean and sanitary place in which to work and practice veterinary medicine. Keep the hospital as germ-free and infection-free as possible. Your responsibilities include, but are not limited to:

You are responsible for reviewing the clean checklist to make sure all scheduled clean is completed daily.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend and speak simple instruction, short correspondence, and memos, in English.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described 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 regularly required to stand; walk; use hands, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or

crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

1. Noise from barking/crying dogs and cats
2. Danger of being bitten or scratched by small animals
3. Exposure to:
 - Toxoplasmosis
 - Gas anesthesia
 - Leptospirosis
 - Parasites
 - Chemotherapy drugs
 - Radiation
 - Drugs and chemicals under OSHA
 - Rabies
 - Euthanasia drugs
4. Safety equipment provided for working exposures

Mental requirements

1. Alertness to keep safe from possible dangers
2. Clear thinking to perform procedures and to consistently exercise discretion and judgment
3. Ability to communicate well
4. Readiness to work as a team member
5. Adaptability to stress
6. Resilience after disappointments or criticism
7. Positive attitude toward work, staff members, clients, patients, supervisors and self
8. Mood-altering drugs prescribed by physician to be taken as directed
9. Notification of mood-altering drugs prescribed and used to administrator for confidential medical file
10. Thinking abilities and alertness must not be impaired by alcohol, street drugs or prescribed medications
11. Ability to make rational and effective decisions
12. Ability to be compassionate

13. Ability to negotiate with difficult people and to solve difficult problems
14. Attitude of learning to keep up with changes in medicine and the standard of practice
15. Interest in attending continuing education
16. Ethical responsibility to keep confidential the knowledge about the medical and business practices of the hospital; to keep confidential patient records and information about clients; to respect and not criticize local humane societies, SPCA and veterinary practices and veterinarians in any way to clients; and to follow the practice's Code of Ethics