

KENNEL ATTENDANT

**COUNCIL APPROVED:
GRADE-762**

DEFINITION:

Kennel Attendant is responsible for the care, maintenance and security of the kennel area and the cat/kitten room of the Animal Shelter.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Animal Control Supervisor.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Washes kennels out on a daily basis.
- Scrub down kennels on designated days with disinfectant for disease control.
- Clean cages in cat/kitten room on a daily basis.
- Maintain clean runs and cages throughout the day for odor control.
- Check self-feeders and food/water dishes on a daily basis and fill as needed.
- Destroy animals as needed and place in walk-in freezer.
- Check health status of animals on a daily basis.
- Move stray animals on a daily basis from stray section to adoption section.
- Maintain food supplies and cleaning supplies.
- Maintain outside grounds when needed.
- Perform minor repair when needed.
- Assist in the adoption of animals.
- Assist citizens with animals brought in to the shelter.
- Obtain impounded animals for the owners.
- Be present in the kennel area to answer questions and to provide information.
- Conduct tours of kennel area for groups and parties.
- Assist on the counter when needed.
- Be present in the kennel area for security.

QUALIFICATIONS:

KNOWLEDGE OF:

- Animal behavior, their fears and habits, human emotions toward animals and animal first aid.

ABILITY TO:

- Meet and deal tactfully and effectively with the public.
- Apply common sense when written and oral instructions do not apply.
- Perform basic money transactions.
- Have no fear of animals, dogs, cats and other.
- Follow simple instructions and written procedures.
- Lift up to 100 lbs.

EXPERIENCE AND EDUCATION:

Completion of twelfth grade, or GED equivalent.

Must be at least 21 years of age.

LICENSE:

Possession of or ability to obtain an appropriate, valid California Driver's License.