

CENTRAL MISSOURI HUMANE SOCIETY



Position Title: Kennel Technician

Report To: Canine Care Manager

Hours: Part Time

Salary: \$8.00 hourly

Qualifications: Candidate is required to have a high school diploma or GED. Candidate must show willingness to comply with policy and procedures that benefit the animals and staff as well as have knowledge of humane animal care. Flexibility to work both weekdays and weekend shifts and any additional time needed to fulfill the mission. In addition, candidate must display excellent organizational skills and attention to detail. Candidate must understand and support the Central Missouri Humane Society's goals, philosophy and mission.

Occupational Hazards: Animal hair and dandruff, possibility of domestic and wild animal bites. Exposure to potentially communicable diseases, such as ringworm, rabies, etc. Exposure to chemicals such as detergents, bleach, etc. Applicants should be free of allergies, asthma or back problems.

Duties and Responsibilities

The Central Missouri Humane Society Kennel Technician is responsible for maintaining a clean and safe kennel environment and providing humane care and treatment for the animals housed at CMHS.

- Responsible for daily cleaning and sanitation of assigned animal areas with emphasis on disease control protocols
- Provide spot cleaning of animal areas through work schedule
- Maintain and operate safe, clean and humane kennel areas
- Provide enrichment and training to animals
- Communicate any animal health or temperament concerns to the supervisor on duty
- Comply with shelter policies and guidelines
- Complete assigned tasks effectively and in a timely manner
- Demonstrated ability to work independently

- Ability to process paperwork accurately and efficiently
- Complete veterinary checks reporting any conditions, injuries or abnormalities
- Other duties as assigned by Managers

**Community/
Customer Service**

- Ensure that clients, visitors, volunteers, community service workers and service learning students are provided great customer service during all shelter activities.
- Attend workshops, seminars and staff meetings to maintain training required after employment: (New Employee Orientation, Shelter Services Training)

General Duties

- Comply with rules and regulations of the CMHS as set out in the most recent employee manual
- Communicate and develop positive relationships with other staff members
- Punctual and dependable with a professional, neat appearance
- Handle multiple task simultaneously while demonstrating excellent impersonal skills with clients, staff and volunteers
- Physical ability to handle cleaning and heavy lifting, full range of motion, including stooping, bending, reaching etc...
- Individual will have extended periods of standing. May need to bend, stoop and stretch for purposes of cleaning and caring for animals

All other related duties as assigned. Such identification in no way restricts the employer's right to alter the job as previously held.

Employee Signature

Date

Canine Care Manager Signature

Date

Executive Director Signature

Date