



## **KENNEL ASSISTANT JOB DESCRIPTION**

### **JOB 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, Walking, Medicating, and Maintaining Equipment.

### **ESSENTIAL JOB FUNCTIONS:**

1. 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 a note in the computer so the animal can be examined.
2. Recognizes emergency situations, enlisting the aid of doctors and nurses.
3. Marks charts correctly for eating, drinking, fecal and urine production.
4. Feeds and waters animals according to schedules.
5. Cleans and disinfects cages, runs and yards as needed using hoses and spray bottles of disinfectant. Uses a squeegee to remove excess water.
6. Cleans cat litter boxes.
7. Cleans and disinfects all food and water bowls.
8. Picks up soiled bedding and moves it to laundry area.
9. Places clean bedding in run with animals.
10. Operates washer and dryer to clean kennel bedding and hospital laundry.
11. Administers medications to those animals that require medications while they are boarding.
12. Records and labels all belongings.
13. Records medication instructions on the kennel medication board.
14. Walks all dogs.
15. Works outside all year round, part of the job requires working without the aid of air conditioning for periods of time.
16. Sterilizes surgical equipment.
17. Restrains animals as needed.
18. Performs lab-work as needed.
19. Maintains equipment.
20. Provides friendly interaction with clients and animals. Ensures customer satisfaction.
21. Maintains cleanliness of entire hospital