



Kennel Technician - Position Description

Primary Function and Responsibilities:

Reporting to the Facility Manager and Director of Operations, the Kennel Technician is someone that has a background in canine care, canine handling, and kennel management. In addition to understanding daily kennel management, the Kennel Technician will need strong skills in organization, scheduling, adherence to company and ADI standards and policies, and team building.

Specific Responsibilities:

- Sanitation/Maintenance
 - Daily clean and disinfect kennels, exercise, training areas and grounds using approved cleaning supplies, tools and methods.
 - Clean and sanitize toys, beds, feeding bowls, crates and other equipment.
 - Report maintenance problems or repairs to the supervisor.
- Dog Feeding
 - Prepare and dispense food in appropriate amounts and time intervals, including feeding of special diets to kennel dogs and puppies per feeding instructions and guidelines.
 - Prepare specific diets for individual dogs and oversee the preparation of special diets and amounts.
 - Understand and able to identify the clinical signs and symptoms in a dog that indicate a change of diet may be required; suggest and understand appropriate transition protocol
 - Ensure that records of dog feeding are appropriately documented.
- Dog Care
 - Provide quality care and a safe environment to kenneled dogs and puppies.
 - Provide immediate response to a dog or puppy in distress.
 - Understand approved commands and leash etiquette for all dogs whether in professional training, puppy or graduate program.
 - Administer approved medications orally, topically or by injection under the direction of veterinarian or supervisor.
 - Provide and assist in emergency first aid, wound treatment, tests, and exams.
 - Groom dogs including bathing, trimming hair and nails.
 - Assist with dog pick-up/drop-off during assigned times with volunteers
 - Exercise and socialize dogs and puppies in approved locations.
 - Provide behavioral correction, as necessary.
 - Transport dogs and puppies using crates or approved methods to veterinarian visits or other off-site locations.

- Assist in dog swaps between facilities when needed
- Participate in Operational and Facility specific meetings.
- Inventory
 - Monitor, store and inventory kennel supplies and replenish as needed.
 - Report needed supplies to supervisor.
- Administration
 - Record keeping and special projects.
 - Work with and coach kennel support volunteers, such as bathing, walking, exercising, as well as teach and enforce appropriate canine management in the kennel environment.
 - Work with staff and volunteers with special events and tours as needed.
 - Provide quality customer service.
 - Communicate and log all health or veterinary concerns, needs and problems.
 - Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with whom position interacts. Ensure actions and communications follow core values.
 - Other duties as assigned by supervisor or department.
 - Answering the phone and taking messages when necessary
 - Schedule accordingly with the Trainers, Program Coordinators, Facility Manager and Director of Operations

Qualifications:

- REQUIRED CHARACTERISTICS
 - Able to perform several tasks concurrently, time management and good organizational and communication skills.
 - Able to complete necessary paperwork and meet deadlines.
 - Able to use computers including email and database applications.
 - Take direction and show initiative; cooperate with coworkers.
- EXPERIENCE: Prior dog handling, training and dog health care experience preferred but not required.
- EDUCATION: High school graduate, GED or equivalent preferred but not required.
- LICENSES: Current driver's license and insurability at normal risk rates.
- This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties.
- You will be evaluated in part based upon your performance of the tasks listed in this job description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

PHYSICAL REQUIREMENT/WORK ENVIRONMENT:

- Must be able to safely lift 45 pounds and safely handle, hold and restrain active dogs weighing up to 110 pounds. Employees should seek assistance when lifting dogs or objects weighing more than 45 lbs.
- Able to remain on one's feet, standing, walking, bending and/or stooping on cement for extended periods.
- WORKING CONDITIONS: The employee will work outdoors and indoors performing cleaning, maintenance and canine health care duties. Activities include regular and/or repeated walking,

standing, bending, stooping and kneeling. The noise level in work environment is usually moderate and can be loud at specific times.

- **SAFETY HAZARDS:** While performing the duties of this job, the employee is subject to hazards that can be caused by working with animals and exposure to kennel cleaning chemicals and high temperature steam cleaning apparatus. Campus and offices subject to working with and around service dogs and other campus animals.

Hours: 40 hours / nonexempt

How to apply:

Please send Cover Letter and Resume to info@retrievingfreedom.org