

# Humane Society of Skagit Valley

## Job Description



**Job Title:** Animal Shelter Kennel Attendant I

**Work Location:** HSSV - 18841 Kelleher Road, Burlington, Washington, 98233

**Reports to:** Operations Manager -if not available then report to Executive Director, or acting Supervisor

**Supervises:** Animal Shelter Kennel Attendant II, Volunteers, Community Service Workers

Full-time     Part-time (FT possible during peak seasons)

Exempt     Nonexempt

**Essential Duties and Responsibilities:**

*Performs routine animal care sanitation & disinfecting with attention to medical and diet needs. Directs kennel staff and manages all kennel operations required to maintain and operate the shelter in a sanitary, humane, and efficient manner in accordance with industry standards and county policies/procedures*

- Oversee and assist all personnel assigned as animal shelter attendants to ensure that they are performing their required tasks
- Assist facility supervisor with performance evaluations of assigned staff
- Oversee and/or participate in transport of adopted animals to vets under the guidelines of the adoption program
- Responsible for routine animal care sanitation, disinfecting, care and feeding of animals within the shelter, laundry duty, inventory and restocking, and assisting clients on the phone and in person
- Provide excellent customer service, demonstrating courtesy, kindness, and patience in a professional manner
- Train and supervise kennel attendant volunteers and staff
- Perform spot inspections on various tasks performed by animal shelter attendants & volunteers to ensure quality of work
- Daily journaling and data entry on in-house animals under the care of HSSV
- Perform shelter duties including taking reports from the public, receiving animals brought to the shelter, preparing adoption paperwork, reclaiming animals to their owners, and providing information to the public to promote good animal care and responsible pet ownership
- Maintain proper inventory levels of cleaning and other supplies. Inform supervisor when reordering is necessary
- Assist Animal Shelter Attendants as assigned
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

**Education and/or Work Experience Requirements: (Note: Any acceptable combination of education, training and experience that provides the below knowledge, abilities and skills may be substituted on a full-time year for year basis.)**

- Two years of related experience
- Ability to handle animals safely and effectively and properly assist with cleaning of kennels and other shelter areas, demonstrating the proper usage of cleaning materials and tools required
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers, volunteers, and staff as well as the ability to take and give instruction effectively
- Excellent computer proficiency (MS Office – Word, Excel, Email, and Internet-based programs)
- Must be able to work under pressure in a fast-paced environment, practice good time management, be able to multi-task, and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required
- Valid driver's license required

**Physical Requirements:**

*Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals - including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and a variety of cleaning agents. The person in this position needs to regularly move about the shelter to provide care to shelter and clients' animals. Employee may have to work outside in a variety of weather conditions.*

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 70 lbs., stand for long periods of time, climb stairs, bend, reach, hold, grasp & turn objects, and use fingers to operate computer keyboards and calculators
- Must be able to talk, listen and speak clearly with other parties both on telephone and in person as well as be able to use normal or aided vision and hearing

**Print Employee Name:**

**Employee signature:**

**Date:**