

Position Description: Everyday Adoption Center Kennel Technician
Reports to: EAC Staff in Charge, Shelter Manager
Direct Reports: None
Supports: Part-Time Staff, Work Study, Public Restitution Workers and Volunteers
Status: Full-Time (Wed-Sat [Sun-Tues off] 8-6pm, 40 hours/week) | Non-Exempt
Salary: Hourly
Location: Spokane, WA

About

The Spokane Humane Society (SHS) was founded in 1897. Today, we care for more than 5,000 animals each year, mostly dogs and cats. Our mission is to enrich the lives of companion animals through support, education, advocacy, and love. Our vision is for Spokane becoming a humane community where animals are always treated with compassion and respect.

Job Overview

To be the primary cleaner of the animal living quarters inside the Everyday Adoption Center; ensuring that every animal's cage is fully cleaned and disinfected on a daily basis and that spot cleaning is provided throughout the day. To provide humane care of the animals who reside in the Everyday Adoption Center; monitor and record health and behavior of animals, feed, water, vaccinate, medicate, and enrich shelter animals in accordance with shelter policy and procedures. Work collaboratively with team to complete duties, provide exceptional customer service, and promote adoption.

Primary Duties (include but are not limited to):

- Maintains a healthful environment; scoops, cleans, and disinfects cages; cleans floors, drains, windows, and visitation rooms.
- Feeds, waters, and medicates animals according to SHS SOP's and PetSmart protocols. Monitors and records the mental and physical health of the animals on a daily basis. Ensures vaccinations and dewormers are administered when due.
- Provides excellent customer service by getting to know the animals, showcasing their positive attributes, and counseling customers on any concerns.
- Cleans laundry and dishes. Restocks supplies as needed: food, litter, toys, etc. Informs supervisor or store manager of special supply needs.
- Transports appropriate animals from the Shelter to the Adoption Center to keep EAC as full as possible.
- Quarantines/isolates animals in designated areas when medical or behavioral concerns justify the return of an animal to the shelter until transport occurs. Transports animals from the EAC to the Shelter. Ensures appropriate communications or documentation follows returning animals so that medical or behavioral concerns can be addressed.
- Promotes animals by creating kennel cards that are positive and complete. Ensures animal's pictures and write ups are of high quality for the website.
- Provides enrichment for the animals, including but not limited to: treats, toys, one on one time, playgroups, and training.
- Establish and maintain cooperative working relationships with staff, PetSmart staff, and volunteers.
- Uses appropriate personal protective equipment and adheres to proper safety standards/procedures.
- Informs the supervisor of any special conditions or problems as they occur.
- Regularly participates in staff meetings to share ideas and suggestions and receive continuing education to improve the functioning of the shelter. Attend educational programs as required.

This job description is not a contract. Management reserves the right to change its contents at any time. This organization is an "at-will" employer and is an Equal Opportunity employer. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, age, disability, sex or sexual preference.

Marginal Duties:

- Assists with front counter operations including customer service, adoptions, holds, donations, and licenses.
- Provides guidance, technical support, trains and directs part-time staff, work study employees, community service workers and volunteers.
- Takes excess supplies or donations to the shelter.
- Acquires working knowledge of applicable dog laws, local ordinances, operating procedures, and positions statements of SHS.
- Perform Adoption Center tours or presentations to schools/groups as requested.
- Assists with other shelter activities as needed.

Secondary Job Functions:

- Performs maintenance duties, including but not limited to, sweeping the ceiling vents and changing the water filter.
- Reports damages to structure or equipment to supervisor or store manager.
- Ensures Center is secured at end of working day. Documents unusual happenings. Maintains communication with Supervisor.

This is a representative sample--not to imply a complete listing of responsibilities and tasks.

Qualifications & Requirements

Kennel workers should be committed to the humane treatment of animals in the community and in our care.

- Ability to handle stressful and emotional situations
- Physical effort is frequently required for sustained periods of time, including lifting and carrying large dogs and working outside for some part of each day in varied weather conditions
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities
- Position requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data, using a computer
- Must be comfortable working with needles and other sharp instruments while performing medical procedures
- Must be comfortable working frequently around animals that are agitated or injured that may attempt to bite or scratch
- May be subject to the threat of exposure to rabies, viruses, and to toxic substances such as disinfectants, pesticides and corrosive cleaners

To Apply: You can apply on Facebook [here](#). Please send any additional documentation to Sheena@spokanehumanesociety.org. No phone calls please.

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