

Spokane Humane Society

Position Description: **Shelter Kennel Technician**

Approved:

For:

Reports to: Shelter Supervisor

Supervises:

Supports: Part-time staff, work study, public restitution workers and shelter volunteers

Salaried – Hourly

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 American with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, age, disability, sex or sexual preference.

Primary Job Purpose

Primary function is to perform duties, under limited or no supervision, including necessary work to maintain the kennels and shelter in a clean and sanitary condition. Performs cleaning and shelter maintenance regularly to ensure the cleanliness and safety of the shelter, the public and staff. Feed and water shelter animals in accordance to current shelter policy and procedures. Ensures that the animal’s paperwork remains with the animal as it moves through out the shelter. Assist the public and other shelter staff. To perform other work as required insuring the humane treatment and care of the animals.

Essential Duties:

1. Maintains a healthful shelter environment, scoops, cleans, disinfects, feeds, waters, transfers animals between quarters and handles animals in assigned kennel area per kennel cleaning/feeding procedures and standards.
2. Uses appropriate personal protective equipment and adheres to proper safety standards/procedures.
3. Monitors the mental and physical health of the animals on a daily basis and confers with the shelter supervisor, exam technician and clinic staff about any animals that may require medical treatment.
4. Keeps all quarantined animals in designed areas as instructed and prevents public access to those animals impounded for biting.
5. Deal effectively and tactfully with the public; establish and maintain cooperative working relationships and a team spirit with staff, volunteers, and with other shelter and animal groups.
6. Provides customer service without compromising the care/safety of the animals.
7. Informs the Shelter Supervisor and/or designee of any special conditions or problems in the shelter as they occur.
8. Acquires working knowledge of applicable dog laws, local ordinances, and operating procedures approved by the Board.
9. 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.

Marginal Duties:

1. When assigned close down procedures, complete a walk through of the building to make sure all animals are in good and safe conditions and have appropriate food, water and medications; or that all pre-surgery animals have had food properly removed for next day surgery.
2. Assists with front counter operations, including adoptions, redemptions, animal intake and customer service; monitors the temperament of animals for adoption; determines ownership of animals brought to the shelter.
3. Provides guidance, technical support, trains and directs part-time staff, work study employees, public restitution workers and shelter volunteers
4. Evaluate animals for suitability for adoption and assist with temperament testing. Provide feedback on animals to shelter manager/adoption staff
5. Groom, exercise and socialize animals as needed or as time allows
6. May oversee and/or perform shelter tours or presentations to schools/groups.
7. Monitors eating habits of animals and quality and quantity of food and informs Shelter Supervisor of any problems.
8. Perform other work required to insure the humane treatment/care of animals.
9. Assists with other shelter activities as needed.

SECONDARY JOB FUNCTIONS:

1. Sweeps, mops, scrubs floors, dusts, polishes furniture, and cleans woodwork, toilets, washrooms and fixtures.
2. Replaces light bulbs, paints areas of facility when needed, makes simple repairs and cleans equipment.
3. Reports damages to structure or equipment that will require skilled assistance to repair to Shelter Manager.
4. Grounds maintenance, pen and exercise area cleaning, seasonal outside duties i.e.: snow removal, mowing/raking, weather proofing...
5. Perform euthanasia and ensure proper storage of remains. Crematory operations, maintenance, record-keeping and procedures.
6. Starts crematory; performs burning operation. Monitors freezer and contents to determine when incineration is necessary. Maintains data on incineration (date, number and type of animal, comment). Cleans freezer as often as possible, at least monthly, and monitors its working condition. Proactively initiates requests for repair/maintenance of crematory. Keeps crematory in a clean, maintained condition.
7. Acts as lead person/worker in charge for weekend shelter operation. Ensures building is secured at end of working day. Document unusual happenings. Maintains communication with Shelter Supervisor.
8. Immediately upon detection of an animal presence, bring in any animals left outside of business hours to ensure their safety and prevent outside animal noise. An exception is made for any aggressive animal that might represent a danger to the handler.

Take appropriate action in event of emergencies, i.e., break-ins, thefts, power failures, fires, floods. Contact sheriff department at Crime Check 456-2233 or 9-1-1 when you detect a need

for police authority. Maintain a log sheet of ALL after hours activity: Date, Time, Names, Description,