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| **Purpose**: The primary function of the Kennel Technician is maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals. Job duties include handling, training, care, feeding and cleaning of kennel areas. Applicants must be physically active, reliable, compassionate and willing to learn. |

**Kennel Technician Job Description**

As a Kennel Technician your duties will include but are not limited to; walking dogs outside in hot/cold/rainy conditions, cleaning kennels/runs including walls/floors/ceilings/windows/doors, feeding/watering dogs, bathing dogs (including trimming toenails, cleanings ears, and expressing anal glands), elimination/feeding record notation, scooping feces from all parts of the inside and outside of the facility, notating of tasks completed in Shelter Management Software, housekeeping duties throughout the facility, inventory, OSHA awareness and compliance, extraordinary customer service and maintaining a practical knowledge of the hospitals procedures, services and policies. The expected manner of every team member is maintain a professional demeanor at all times, use appropriate terminology and support practice ownership, management and fellow team members at all times. May assist with direct animal care including feeding, restraint, surgery recovery, and socialization. Applicants must be physically active, reliable, compassionate and willing to learn.

**Essential Duties and Responsibilities** include the following: other duties may be assigned

**Animal Care**

* Feed animals at the direction of Healthcare Lead.
* Monitor animals and immediately report health or behavior abnormalities to Supervisor
* Perform animal bathing and basic grooming
* Assist with animal intake, evaluation and treatment
* Create and maintain necessary animal records, perform data entry into Shelter Management Software
* Walk dogs and rotate to outside play areas
* Administer oral medication and give vaccinations to animals
* Transport animals for veterinary care or surgery
* Able and willing to work holidays and weekends
* Ensure that animals are clean, secure, and comfortable so that visiting clients are confident animals are receiving excellent care.

**Facility Care**

* Follow established disease control protocols to daily clean, disinfect and maintain shelter kennels, cages and general areas
* Sweep, mop and disinfect floors on a daily basis
* Deep clean shelter including tops and bottoms of cages, intake and isolation areas on a regular basis
* Operate laundry equipment, fold laundry and wash dishes
* Restock cleaning areas with supplies and equipment
* Clean and maintain the outside dog yards and play area

**People Care**

* Facilitate client/animal interactions to insure a safe and pleasant experience
* Work cooperatively with all volunteers, recognizing the talent and commitment they bring to our organization

**Key Result Areas**

* Animals – all animals in Rescue Ranch Yreka Inc’s care (including Foster Care), are treated humanely, which can be measured by their lowered level of stress, higher speed of adoption and reduced shelter illness.
* Facility – adoption center and common areas are maintained clean and organized; staff, public and volunteers can easily find what they are looking for, public has a pleasant experience in our facility.
* Teamwork – positive, cooperative work environment is maintained. Daily goals are accomplished by relying on each other’s help. Intake and medical information in is accurate and up to date.
* Supervisory Responsibilities

**ESSENTIAL JOB FUNCTION BASICS –**

* Bending, stooping, crouching, kneeling, standing/walking on concrete floor up to 10 hours a day, typing, writing, balancing, twisting, squatting and rotating throughout the day.
* Moving animals from cage to cage, floor to floor, room to room. Restraining animals intermittently, lifting animals up to 50 pounds and lifting animals over 50 pounds with help.
* Ability to maintain an alertness level to keep safe from possible danger, resilience after disappointment or constructive feedback, compassion, to follow the ethical guidelines of your profession, powers of keen observation for patient care, excellent reading/comprehension/legible writing skills, ability to negotiate with difficult people and problem solve and the ability to make rational and effective decisions.
* Keep team mentality in mind at all times, be prepared and willing to offer assistance and ask for assistance when needed, keep a positive professional outlook, completely abstain from gossip/negative observation regarding clients/team members or other professionals or other behavior that can whittle away at the healthy foundation of a team.
* Attend staff meetings, participate in shelter functions like open house, community efforts, adoption events and special events. Be prepared to present topics at the occasional staff meetings.

**ENVIRONMENTAL WORKING CONDITIONS –**

* Noise exposure from barking dogs and machinery.
* Danger of being bitten or scratched

\*\*THIS IS BY NO MEANS A COMPLETE LIST. SOME TASKS MAY BE ASSIGNED TO A SPECIFIC STAFF MEMBER OR DEPARTMENT TO COMPLETE. SOME TASKS MAY BE ADDED OR REMOVED. PROCEDURES AND POLICIES MAY CHANGE.\*\*

\*\*EXPERIENCE PREFERRED BUT NOT NECESSARY TO APPLY.\*\*

**To apply**: send an email with “Kennel” in the subject line to RRdog.org@gmail.com, Kennel Manager. Include a resume and a cover letter describing your current and past experience and why you think you would be a good fit for the position. Also include date/times available to work. Position open until filled.

**Other Considerations:**

Please Note: We are looking for an individual that wants to grow and continue their learning with Rescue Ranch Yreka. This includes willingness for further training and certifications as provided through Non-Profit Scholarships, Classes, and or Conferences to further expertise.

I have read and agree to follow the Rescue Ranches Handbook found on RRdog.org’s, and will uphold/follow all Safety Policies/Procedures, Follow and strive toward Yreka Rescue Ranches’ Purpose which is: To ensure all adoptable dogs in Siskiyou County will not be put down; and Yreka Rescue Ranches’ Mission: To rehome and care for as many as possible. To educate the public. To provide charitable help to dogs and owners. As well as leading through example in Rescue Ranches guiding principles of treating all living creatures as we ourselves would wish to be treated; by: kindness, compassion, Honesty and leading as a activist and a voice for those who cannot speak for themselves.

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| Full Name Print: | Signature: | Date:  |
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