

<b>Job Title:</b> Kennel Assistant	<b>Department:</b> Spay/Neuter Alliance	<b>Salary/Pay Grade:</b>
<b>Location:</b>	<b>FLSA Exemption:</b> Non-Exempt	<b>Supervisor:</b> Operations Manager

**JOB SUMMARY**

Responsible for maintaining proper disease control protocols, including cleaning of facility, preparation of surgical packs, laundry, and general maintenance of facility.

**WORKING RELATIONSHIPS**

Works closely with Veterinary Technicians, Veterinary Assistants, and other staff

**ESSENTIAL JOB FUNCTIONS**

1. Perform daily cleaning of kennels, cages and public areas, following proper disease control protocol to ensure a sterile environment
2. Keep Clinic Lead Veterinary Technician informed of animal behavior, health or concerns
3. Stock all kennel/cleaning supplies as needed
4. Stock areas and spot-clean kennels and public areas throughout the day
5. Clean surgical laundry, clean and sonicate surgical instruments and prepare surgical packs as needed
6. Clean, fold, and stock kennel laundry throughout the clinic
7. Other duties as assigned

**EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES**

1. Must speak fluent English
2. Client Education
  - Must be able to learn basic veterinary medical concepts, including but not limited to vaccine protocols and anesthetic risks
  - Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian
  - Will be asked to communicate with the public on a daily basis in a professional manner
3. Physical Requirements
  - Must be able to work standing or sitting for 8 or more hours
  - Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
  - Must be able to bend and kneel repeatedly
  - Must be able to see fine detail in a variety of situations
  - Must have good hearing including ability to distinguish changes in pitch
  - Must have reasonable degree of agility to move through tightly cramped areas in various situations

- Must have acceptable sense of touch and smell
- Must have good range of motion in joints especially wrist, knees, elbows
- Must have good range of motion in your back for twisting etc.
- Must be able to work in potentially extreme environmental temperatures
- Must have acceptable sense of balance
- Must be able to work and reach on hands and knees
- Must be able to use a ladder and/or step stool
- Must possess excellent hand-eye coordination
- May be asked to move large oxygen tanks
- Must possess an acceptable degree of dexterity in hands and fingers
- Must have good vision, including peripheral vision, fine detail, distance, depth perception, and ability to focus

#### 4. Emotional/Mental Requirements

- Must be able to work under stressful conditions and work efficiently and effectively under those conditions
- Must be able to cope with death either due to surgical complication or euthanasia
- Ability to rapidly and accurately process information
- Ability to delegate tasks
- Ability to recognize a need for assistance and ask for help
- Ability to work independently and as part of team
- Ability to make decisions
- Ability to cope with frustrating situations and remain calm

#### 5. Potential and Prolonged Exposures

- Prolonged exposure to various aqueous solutions, including but not limited to, dish soap, chlorhexidine, and spectra soap
- Prolonged exposure to isopropanol, hydrogen peroxide
- Potential exposure to formalin solution
- Potential/prolonged exposure to isoflurane gas
- Prolonged exposure to quaternary ammonium cleaners and bleach
- Prolonged exposure to pressurized steam
- Potential exposure to sharps including needles and surgical blades

#### **PREFERRED**

Two or more years of experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility. Candidate should be highly motivated, enthusiastic self-starter with a professional attitude.

**WORK ENVIRONMENT**

The offices and operations of a high volume spay/neuter clinic can be high stress and very busy at times. This position is scheduled for 5 days/week, usually Monday through Friday; however, the schedule can change and may sometimes require weekend or evening hours to complete the job. Can include working some holidays or overtime depending on clinic needs. Candidate must be flexible with schedule changes and short notice requests.

Acknowledgements & Approval

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_