

Happy Tails Boarding Kennel
2331 Eastern Ave
Saint Cloud, FL 34769
407-892-3411

Kennel Attendant Job Description

The specification of exact duties are outlined on shift check-lists, but it is also very important to ask questions as they arise and to absorb all additional information so that you can better serve our clients and make our care for their pets the very best that it can be.

Kennel Attendant

Major Duties and Responsibilities:

- Walks through the kennel areas checking each animal individually for any abnormal activity such as vomiting, diarrhea, or blood in the cage or run. Reports all abnormal activity to supervisor and makes a note in the communication log so the animal can be examined.
- Recognizes emergency situations, enlisting the aid of the supervisor.
- Marks charts correctly for eating, drinking, fecal and urine production.
- Feeds and waters animals according to schedules.
- Cleans and disinfects cages, runs and yards as needed using hoses and spray bottles of disinfectant. Uses a squeegee to remove excess water.
- Cleans cat litter boxes.
- Cleans and disinfects all food and water bowls.
- Picks up soiled bedding and moves it to laundry area.
- Places clean bedding in run with animals.
- Operates washer and dryer to clean kennel bedding and hospital laundry.
- Administers medications to those animals that require medications while they are boarding.
- Records and labels all belongings.
- Records medication instructions accurately on the kennel card.
- Works outside all year round, part of the job requires working without the aid of air conditioning for periods of time.
- Provides friendly interaction with clients and animals. Ensures customer satisfaction.
- Maintains cleanliness of entire kennel inside and out.

Skills and Abilities:

- Accurately add, subtract, multiply, and divide.
- Carry out instructions furnished in written, oral, or diagram form.
- Regularly stand for extended periods.
- Frequently walk, stoop, kneel, or crouch, and lift or move up to 50 pounds.
- Maintain confidence around pets.

Experience, Education, and/or Training:

- Some high school education

Other Significant Facts:

Physical Effort: Often requires lifting and carrying materials weighing up to 50 lbs. Frequently requires handling of materials up to 20 lbs. Additionally, handle dogs weighing up to 150 lbs. Walking and/or standing for long periods. Frequently works in a bent position. May be required to use strength or agility in capturing and restraining stronger, more active animals

Working Conditions: Work is normally performed inside; some outside work is required. Exposure to unpleasant odors and noises. Exposure to bites, scratches and animal wastes. Possible exposure to contagious diseases. **Will require weekend and Holiday hours.**