

Essential Job Functions

Dog Care

- a. Feeds dogs
- b. Ensures dogs have clean water at all times
- c. Turns dogs out each shift
- d. Administers medications per instructions
- e. Reports any health or behavior concerns to supervisor
- f. Bathes dogs, as needed

Cleaning

- g. Cleans dog kennels as needed
- h. Ensures dogs have clean, dry bedding
- i. Mops floors as needed
- j. Cleans counters, lift table, refrigerator
- k. Empties garbage cans as needed
- l. Washes dog dishes and utensils as needed
- m. Does laundry as needed
- n. Cleans adoption room
- o. Cleans office area and empties garbage as needed
- p. Cleans bathrooms
- q. Cleans outdoor runs

Adoption Events

- r. Loads adoption equipment and supplies into van
- s. Loads dogs into van
- t. Drives van to and from event
- u. Sets up and tears down for adoption event
- v. Ensures dogs & visitors are closely monitored at event
- w. Reports any incidents to supervisor immediately

Dog Introductions at Shelter

- x. Gets dogs out of kennel for adoption meetings, as needed
- y. Assists with dog introduction to adopters, as needed

A. Assists with Intake as needed

B. Assists during surgery and exam day, as needed

C. Other duties as assigned

Specific Job Skills

- Ability to bend down to pick up dogs and supplies
- Ability to lift 35 pounds
- Ability to reach overhead to store and retrieve supplies
- Basic understanding of dog behavior and common health issues
- Ability to complete work in a noisy environment
- Ability to work courteously and cooperatively
- Valid driver's license
- Good communication skills

Education and Experience

- High School graduate or equivalent
- Experience working with dogs