



## JOB DESCRIPTION KENNEL TECH

**Job Title:** Kennel Tech  
**Department:** Operations  
**Reports to:** Kennel Supervisor  
**FLSA Status:** Non-Exempt  
**Revised Date:** December 30, 2015

### Job Function/Summary

Responsible for feeding, cleaning and caring for all shelter animals. Maintains the cleanliness and orderliness of the facility and grounds.

### Essential Duties & Responsibilities

- Complete daily cleaning routines, maintaining assigned area in a clean, organized and professional manner. Provide kennel enrichment, train, and socialize animals in assigned area as time permits.
- Learn and adhere to SHS guidelines, policies, procedures and protocol
- Monitor the health of shelter animals; follow established procedures if symptoms of illness arise based on the degree of illness or injury.
- Monitor animals' temperament/behavior looking for food aggression, dog aggression and any other changed negative behavior.
- Ensures dogs receive daily exercise.
- General housekeeping including but not limited to lobby, restrooms, break room and laundry.
- Outside maintenance: keeps grounds clear of trash and animal waste, sweeps/cleans sidewalks and drives including back area.
- Communicate effectively and professionally with co-workers, management and the public at all times.
- Promote positive relationships with the general public, volunteers and staff while promoting our programs, policies and philosophies.
- Grooms and bathes dogs and cats.
- Treats all animals humanely, properly and with compassion at all times, regardless of the situation or circumstance.
- ***Kennel Tech may advance in role by obtaining CET or Evaluation certification***
- SHS is open seven days a week including holidays. Kennel Staff is required to work most weekends and all holidays.

### Required Education, Experience & Knowledge

- Must have a genuine interest in animals and their well-being.
- Previous experience in customer service
- Must be diligent, detailed oriented and a team player
- High School Diploma strongly preferred

### Working Environment



**Shelby Humane Society**

**Give Life a Chance.**

Possible exposure to infectious organisms, animal waste, allergens, chemical materials requiring OSHA Material Safety Data sheets and potential hostile animals. Noise level is generally loud.

### **Physical Demands**

Individual will be required to stand, walk, and lift up to 50 pounds throughout a normal workday.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

*SHS is an equal opportunity employer and provides equal opportunity to all employees and applicants without regard to race, color, religious beliefs, national origin, ancestry, citizenship, sex, gender, sexual orientation, marital status, age, physical or mental disability, genetic information, status as a protected veteran, disabled veteran, or other protected characteristic as required by federal, state and local laws*