



## Job Description

**JOB TITLE:** KENNEL TECHNICIAN  
**REPORTS TO:** SHELTER MANAGER  
**HOURS:** SEASONAL, PART-TIME  
**WAGE:** \$14.42 PER HOUR

### ESSENTIAL JOB RESPONSIBILITIES

- Ensures animal housing areas are kept clean and sanitary, and follows daily procedures for shelter cleaning.
- Ensures daily completion of cleaning, laundry, dishwashing, and other duties, according to RHHS policies and procedures.
- Checks Mesa County Animal Services ("MCAS") kennels daily (morning and evening) to ensure food and water are supplied, bedding is appropriate, and that feces are removed. Cleans MCAS kennels weekly or any time an animal vacates a kennel.
- Leaves the shelter clean, organized, and clutter-free at the end of each shift.
- Follows all safety guidelines to ensure a safe work environment. Takes immediate action to address any safety concern or noncompliance of safety rules.
- Performs other tasks as directed by the Shelter Supervisor to ensure the successful operation of the shelter.

### ESSENTIAL CUSTOMER AND VOLUNTEER CARE

- Serves as a team member by providing prompt, respectful, and knowledgeable service to customers, volunteers, and the general public. Treats the public with empathy and patience.
- Represents RHHS as a member of the fundraising team, making fundraising asks as directed.
- Maintains adopter, previous pet owners, donor, vendor, and customer confidentiality.
- Helps train animal care volunteers as necessary. Assists and oversees volunteers working with animal care.

### ESSENTIAL RESPONSIBILITIES – OTHER

- Follows safety guidelines to ensure a safe work environment.
- Complies with RHHS personnel policies.
- Adheres to the RHHS Standard Operating Procedures manual.
- Functions as a cooperative member of the RHHS team and attends regular staff meetings.
- Works in a positive and cooperative manner with volunteers, donors, and staff, recognizing their individual contribution to the success of our organization.
- Reports any maintenance or safety issues of facilities and equipment immediately to the Shelter Supervisor.

- Other duties as assigned.

**REQUIRED SKILLS AND TRAITS:**

- Models and embodies the RHHS mission, vision, values, policies, and goals in actions and words.
- Must demonstrate leadership and be enthusiastic, self-motivated, team-oriented, and quality-improvement minded.
- Must be professional, flexible, and able to handle difficult and sensitive situations with diplomacy and discretion.
- Must understand and respect confidentiality, think strategically, prioritize, focus, and be customer oriented.

**MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:**

- Must have strong written and spoken English skills.
- Must perform a variety of light tasks, such as sitting and standing, lifting up to 60 pounds occasionally.
- Must work when and where needed by the organization. Must work irregular hours, weekends, holidays, and overtime when necessary.
- Must work alone or with minimal supervision. Must be self-motivated.
- Must work under pressure with public audience and have patience and tact when working with difficult, emotional, or angry people.
- Must work safely around unruly, vicious, sick, injured, or dangerous animals.
- Must work in an environment with elevated noise levels.
- Must not have an allergic condition that prevents the employee from performing any essential function of the position, with or without reasonable accommodation.

**I have read my job description and understand it in its entirety. I agree to perform the listed duties and responsibilities to the best of my ability.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_