



JOB TITLE: KENNEL TECHNICIAN

Hours: 10-15 hrs per week, Tuesday-Saturday, 7:00-9:00 AM

Job Type: Part-time

Compensation: \$10 per hour

**Location: Poweshiek Animal League Shelter
4167 20th St., Grinnell, IA, 50112**

JOB SUMMARY

Responsible for providing care and socialization for shelter cats and dogs, following health care protocols, and cleaning the facility.

WORKING RELATIONSHIPS

Works closely with the operations manager, other kennel technicians, and volunteers.

ESSENTIAL JOB FUNCTIONS

1. Treat all animals humanely, properly, and with compassion at all times, and promote a humane and caring attitude toward all animals.
2. Learn about cat and dog behavior and health, common issues, and ways to address them in an appropriate manner.
3. Provide dogs with outdoor time and enrichment.
4. Provide all dogs and cats with food and water, following feeding protocols.
5. Clean cats' litter boxes.
6. Clean shelter areas, including dog kennels, cat havens, and public spaces.
7. Sweep, take out the garbage, wash windows, etc.
8. Clean and maintain shelter equipment: i.e. carriers, leashes, brushes, etc.
9. Work with and train volunteers.
10. Wash food and water bowls and put them away in an orderly fashion.
11. Help as needed with the intake of new animals and inspection.
12. Follow proper safety measures and procedures when using cleaning supplies.
13. Help with washing, drying and folding laundry, and putting clean laundry away.
14. Help maintain a clean and organized shelter and office.

15. Assist other employees, adopters, and volunteers in a cheerful and respectful manner as a representative of Poweshiek Animal League Shelter.
16. Transport animals, cages and other equipment to and from off site events, including vet exams.
17. Monitor the health of animals on an ongoing basis and report any concerns to management.
18. Work courteously and cooperatively with other staff members.
19. Perform other tasks as needed, including helping out at special events.

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES

1. Should enjoy working with dogs and cats.
2. Able to read, write, understand, and follow oral and written instructions.
3. Able to humanely handle animals under various circumstances.
4. Able to work harmoniously with other employees.
5. Able to stand for long periods of time.
6. Able to lift and carry 50 lbs bags and boxes.
7. Able to bend and squat regularly.
8. Able to handle large dogs (up to 100 pounds.)
9. Must be punctual, reliable, and responsible.

PREFERRED

Two or more years of experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility preferred but not required. Candidates should be highly motivated, enthusiastic self starters with a professional attitude.

WORK ENVIRONMENT

This position is scheduled for five shifts per week: Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays from 7:00 - 9:00 AM. These shifts include holidays, as the animals need care every day of the year. Candidates should be flexible with schedule changes and short notice requests.

TO APPLY

Send a resume and a cover letter detailing your interest in the position and any relevant experience to Shannon Foreman at palspetsia@gmail.com.