

## **ANIMAL FRIENDS HUMANE SOCIETY KENNEL TECHNICIAN JOB DESCRIPTION**

**TO APPLY:** Submit resume, cover letter and contact information for three professional references to [animalfriendshs@butlercountyohio.org](mailto:animalfriendshs@butlercountyohio.org). **Please, no phone calls.**

Animal Friends Humane Society (AFHS), located at 1820 Princeton Road in Hamilton, Ohio, is a nonprofit organization whose mission is to promote humane principles, protect lost, homeless, abandoned and mistreated animals, and act as advocates for animals in their community. Founded in 1952, AFHS helps pets through:

- Sheltering of homeless, abused, neglected and owner-surrendered animals (> 5,000/year)
- Low-Cost Spay/Neuter Programs
- Dog Training Program for in-house dogs
- Pet Food Assistance Program for low-income pet owners
- Lost/Found Pet Assistance
- Adoption Program
- Volunteer and Foster Programs
- Dog Licensing
- Pet Microchipping

AFHS is a growing non-profit organization with a current annual budget of approximately \$1,000,000, twenty-five staff, and 100+ volunteers.

### **PURPOSE OF POSITION:**

The Kennel Technician is responsible for consistent, attentive animal care by keeping our animals in superior mental and physical health, and their environment safe, clean, and sanitized to the highest standards. The Kennel Technician represents AFHS in a professional manner and supports the mission of AFHS.

**Status:** The position is hourly, non-exempt, scheduled 0-40 hours/week depending on individual's availability and organization needs. All positions will likely include weekend shifts and occasional evenings. The position reports to the Kennel Manager and Operations Manager. Performance evaluations will be given after the first three months and first twelve months of work and annually thereafter.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform daily cleaning/sanitation of all animal holding cages, dens, crates, and traps, while following disease control protocol to ensure the highest standard of cleanliness
- Feed, water, and medicate (orally and/or topically) animals housed in the shelter
- Actively monitor the physical health, mental well-being, and behavior of all shelter animals and report concerns to the appropriate departments.
- Utilize low-stress handling and positive reinforcement training
- Perform blood tests, fecal tests, microchips, vaccines, and general wellness procedures
- Accurately document medical findings, vaccinations, tests, and treatments in Petpoint
- Maintain proper inventory level of food, cleaning, and other supplies – notifying management when replenishing items is necessary
- Interact with customers interested in adopting a dog, and overseeing meet and greets to ensure appropriate matches are being made with resident dogs.
- Demonstrate compassion towards all animals, customers, coworkers, and volunteers.
- Store donated items in an orderly manner in appropriate areas
- Ensure animals are properly tagged and location inventory is correct
- Follow all established safety procedures and protocols
- Provide mental and behavior enrichment to animals in shelter
- Perform initial behavior assessments on shelter animals, consulting with Dog & Cat Care Coordinators as needed
- Stock all kennel/cleaning supplies as needed throughout appropriate areas
- Spot clean animal areas throughout the day
- Wash, fold, and put away laundry throughout the day
- Prepare clean mop buckets
- Wash and disinfect water bowls, food puzzles, and toys daily

**Please note:** All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## **QUALIFICATIONS**

- Education: A high school diploma, GED or equivalent
- Experience: Must have experience with cats and dogs, and previous animal handling experience is highly preferred
- Must have a valid driver's license and reliable mode of transportation
- Pleasant and professional appearance.
- Must be able to communicate in an effective and professional manner with public, volunteers, and staff
- Must be able to handle multiple tasks at once
- Must be comfortable interacting with dogs and cats, many of whom may be under socialized and/or large in size.
- Skilled in safe animal handling and have basic knowledge of animal behavior and health.
- Must comply with AFHS employee-owned animal policies.
- Enthusiasm for the mission of AFHS and helping animals in the community.
- Must be willing to work flexible hours, including evening and weekends •

Must be able to work standing for up to 8-10 hours

## **WORK ENVIRONMENT**

Working conditions include:

- Possible exposure to dangerous, diseased, frightened and injured animals.
- Exposure to high noise levels and odors.
- Exposure to fumes or airborne particles and toxic or caustic chemicals.
- Exposure to bites, scratches, and zoonotic disease.
- Exposure to outdoor weather conditions.
- Emotional demands include euthanasia, animal abuse, and animal neglect.

## **PHYSICAL REQUIREMENTS**

- Handle and restrain animals weighing up to 150 pounds
- Lift 50 pounds to waist height
- Frequent standing, walking, bending, lifting, stooping, carrying and reaching.

- Must have no allergies or physical inabilities to care for cats
- Cleaning of kennels requires the ability to kneel on the floor, bend at the waist, reach forward, and rotate the upper body. Also, raise and lower guillotine doors, move hoses, lift bags of food and litter, and use hand tools such as scrub brushes, brooms, squeegees, and mops.
- Walk on paved and unpaved surfaces, which may be wet or dry

**COMPENSATION:**

**\$13.00/hour**