

# **VETERINARY EMERGENCY SERVICE**

## **Kennel Attendant**

### **Job Description**

#### **REPORTS TO: Human Resource Manager**

#### **SUMMARY:**

We take pride in the care that we give to the pets that stay with us. We do everything in our power to make their stay safe and comfortable. We accomplish this by providing the following for patients; feeding, cleaning, exercising bathing and charting.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Follow Veterinary Emergency Service established policies and procedures.
- Walk through the kennel areas and check each animal for abnormal behavior, vomiting, diarrhea, or blood in the cage or run.
- Report all abnormal findings to supervisors, doctors or technicians.
- Chart patient activity, appetite, water consumption, urination, and stool production.
- Move animals to clean kennels so their current kennel can be cleaned and disinfected. If the patient was housed in a run, return the animal to the correct run after the run is clean and dry.
- Pick up soiled bedding and move it to the laundry area.
- Walk dogs outside, abiding by the VES protocol for walking patients outside.
- Recognize emergency situations and enlist the aid of doctors and technicians.
- Feed and water patients as assigned by the treatment sheet.
- Clean and disinfect cages, runs and yards as needed.
- Clean cat litter boxes and provide fresh bedding.
- Chart patient activity, appetite, water consumption, urination, and stool production.
- Clean and disinfect all food and water bowls.
- Wear personal protective equipment required for the area and maintain the personal protective equipment in good working order. (Personal protective equipment is described as goggles or masks, aprons, gloves, and booties)
- Operate washer and dryer to clean kennel bedding and hospital laundry.
- Perform baths on those animals that qualify for a bath as assigned by your supervisor.
- Perform TLC attention to patients as assigned by supervisor.
- Confirm that all patients are wearing ID collars.
- Record and label all belongings if not already done.
- Print labels and set up charts for hospitalization.
- Wash dishes and clean the break room.
- Sweep and mop floors.
- Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months of related experience and/or training; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS:**

Ability to read, write and comprehend simple instruction, short correspondence, and memos. Must be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

#### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch, crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

#### **WORK ENVIRONMENT:**

The work environment characteristics described below are representative of those needed to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may regularly be exposed to wet and/or humid conditions, winter weather, and extreme heat. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually loud.