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|-----------------------------|---|
| <b>Job Title:</b>           | Kennel Technician I                                     |
| <b>Incumbent:</b>           | <a href="#">Employee Name</a>                           |
| <b>Department:</b>          | Canine Development & Training                           |
| <b>Reports to:</b>          | <b>Kennel Manager</b>                                   |
| <b>FLSA Classification:</b> | Non-exempt (eligible for overtime), Full-time/Part-time |
| <b>Supervises:</b>          | No  |
| <b>Created / Updated:</b>   | July, 2015  |

### **POSITION OVERVIEW**

Under the supervision of the Kennel Manager, the Kennel Technician is responsible for the basic care and feeding of animals housed at Guide Dogs of the Desert.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Prepares animal diets and feeds animals.
- Ensures all animals are supplied with water.
- Cleans kennels, office floors and run areas on a daily basis.
- Exercises controlled groups of dogs.
- Walks and relieves dogs.
- Bathes and grooms dogs.
- Transports dogs to and from veterinary clinics.
- Documents jobs completed and dog's medical information. Notifies supervisor of medical problems immediately.
- Cleans dog's ears, administers vaccines, cleans wounds and medicates dogs.
- Weighs dogs and measures dog's height.
- Provides dog basic obedience in accordance with the Training Department procedures.
- Cares for and handles puppies, including bottle feeding if necessary.
- Empties fecal buckets and garbage.
- Washes and dries dishes.
- Washes, dries and folds towels and blankets.
- Fills food bins.
- Inputs information on a computer.
- Faxes and copies information as needed.
- Answers phones in kennel.
- Leadership - Maintains a positive, upbeat role in the company. Promotes and exemplifies Organization values, represents departmental objectives and interests to internal and external customers, and is accountable for responsibilities and own actions.
- Customer Service - Responds to internal/external customer needs in a timely and efficient manner.
- Teamwork - Develops and promotes teamwork and cooperation among colleagues and employees.
- Safety - Demonstrates commitment to a healthy and safe environment and follows all safety and security policies and procedures.
- Flexibility - Adapts to changing policies and procedures, as well as varying deadlines.
- Performs other duties as assigned.

### **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.

**Education and/or experience**

High School Graduate or G.E.D.  
6 months of related experience preferred

**Required Skills, Abilities, and Knowledge**

Must have basic knowledge of animal care  
Must have basic computer data entry skills  
Must be able to lift 50 pounds  
Able to work collaboratively with team members  
Must be flexible and able to work holidays, weekends, evenings  
Must be able to pass background check and pre-employment drug test

**Required Technical / Certification / Licenses**

Valid California Driver's License and Safe Driving Record

**PHYSICAL DEMANDS -**

Must be able to lift 50 pounds  
See "*Physical Demands of the Position*".

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

|                            |              |
|----------------------------|--------------|
| <i>Signed - Employee</i>   | <i>Date:</i> |
| <i>Signed - Supervisor</i> | <i>Date:</i> |

cc: Incumbent, Supervisor, Personnel File

## PHYSICAL DEMANDS OF POSITION

Job Title: Kennel Technician

Date: July, 2015

How many hours are worked per day? 8

**When completing this form, look at the job from a typical/average workday perspective.**

*i.e., Position requires standing 1/3 of the time.*

### Percentage Time Designation

| PHYSICAL ACTIVITY                       | Rarely<br>< 1%                      | Occasionally<br>1-33%               | Frequently<br>34-66%                | Continuously<br>67-100%             |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Stand                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Walk                                    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Sit                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Use hands to finger, handle, or feel    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Reach with hands and arms over shoulder | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Reach with hands and arms over head     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Climb or balance                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Stoop, kneel, crouch, or crawl          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Talk or hear                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Taste or smell                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

*i.e., Position requires lifting 1/3 of the time up to 10 pounds.*

### Percentage Time Designation

| WEIGHT               | Rarely<br>< 1%                      | Occasionally<br>1-33%    | Frequently<br>34-66%     | Continuously<br>67-100%             |
|----------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Up to 10 pounds      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Up to 25 pounds      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Up to 50 pounds      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Up to 100 pounds     | <input type="checkbox"/>            | X                        | <input type="checkbox"/> | <input type="checkbox"/>            |
| More than 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**Does this job have any special vision requirements? Check all that apply.**

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**List specific job duties that require the physical demands selected above:**

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**Specific demands not listed:**

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