

**The Humane Society for Tacoma & Pierce County**  
**JOB DESCRIPTION**

<b>JOB TITLE: Kennel Aide</b>
<b>DEPARTMENT / CLASSIFICATION: /Full Time Non Exempt</b>
<b>REPORTS TO: Chief Operating Officer (COO)</b>
<b>SUPERVISES: None</b>

**JOB SUMMARY:** Receives day to day direction from Shelter Services Lead and/or Animal Care Lead and reports to COO. Perform routine animal care as per established procedures to ensure a healthy and humane environment. The work includes cleaning and maintaining animal housing areas and requires handling of animals to house, properly care for them and minimize their stress.

**ESSENTIAL DUTIES & FUNCTIONS :**

- Follow established protocol to clean, disinfect and maintain shelter housing.
- Participate in stress and disease reduction through compassionate handling of all animals ensuring safety is always the first priority.
- Monitor animals and record as per established procedures and immediately report health or behavioral abnormalities to the appropriate individual(s)
- Feed animals following established guidelines and schedules
- Ensure animals have access to clean water at all times unless otherwise directed.
- Restock cleaning and other kennel supplies and communicate closely with the Shelter Services Lead to ensure inventory of needed supplies is maintained at appropriate levels.
- Maintain work and general areas within department in a clean and organized manner.
- May be called upon to assist receiving with setting up incoming animals.
- Interact and communicate with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
- Maintain accurate and timely animal records, performing data entry as directed.
- Attend meetings and/or trainings as scheduled and required.
- Represent the Society well by providing excellent customer service as needed.
- Actively promotes The Society's mission, services, programs and events. Promotes donations and giving opportunities as appropriate.
- Ensures a safe working environment following all safety guidelines and addressing any safety concerns with the appropriate individual(s).
- Willingly and cooperatively performs other duties as assigned

**MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty well. 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.*

- Available to work weekends, holiday shifts and overtime as needed
- Outgoing, polite and professional manner.
- Team player, able to work in a fast-pace environment and multi-task.
- The ability to deal with a diverse public on the telephone and in person is required
- Communicate effectively orally and in writing
- Excellent organizational skills
- Computer skills in a Windows environment preferred including Word, Excel, Power Point and Chameleon
- Must have the ability to multi task, prioritize and handle high levels of stress

- Position requires excellent organizational skills, as well as high level of accuracy and attention to detail. Must be dependable, have proven ability to meet deadlines and follow detailed instructions without need of constant support.
- Must support the mission, programs and activities of the Society and act as an advocate for the organization.

Education/Certification:

- High school diploma or equivalent. Prefer the completion of a two or four-year accredited college or university with computer training or experience
- Computer skills in a Windows environment preferred including Word, Excel, Power Point and Chameleon

Experience:

- Any acceptable combination of education, training and/or experience in animal welfare and/or customer service helpful

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- Math skills (B)
- Speak, read, and write in the English language (B)

Skill and ability to:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand					X
Walk					X
Lift <10 lbs				X	
Lift 10-25 lbs				X	
Lift 26-50 lbs				X	
Lift 51-75 lbs				X	
Lift 76-100 lbs			X		
Twist					X
Reach					X
Push and Pull					X
Climb			X		
Sit		X			
Vision					X
Hearing					X