

**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: Director of Operations</b>
<b>SUPERVISES: None</b>

**JOB SUMMARY:** In this role you will perform routine animal care that helps to maintain the health and happiness of our animals! The work includes cleaning and maintaining animal housing areas and requires handling of animals to house, properly care for them, and minimize their stress. Additionally we are union and offer Health Benefits, PTO & Vacation, Paid Holidays, and Retirement! We also offer internal growth opportunities and competitive pay! Come join and our team and make a difference for the community and compassionate care for its animals!

**ESSENTIAL DUTIES & FUNCTIONS :**

- Feed animals following established guidelines and schedules and ensure animals have access to clean water at all times
- Maintaining the overall cleanliness of the kennel area which includes following the 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 behaviors and immediately report health or behavioral abnormalities to the appropriate individual(s)
- Restock cleaning and other kennel supplies
- 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.
- 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
- A caring and compassionate attitude is required of all members of our team!

**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
- Team player, able to work in a fast-pace environment and multi-task.
- Outgoing, polite and professional manner.
- The ability to deal with a diverse public 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.

Education/Certification:

- High school diploma or equivalent.
- Computer skills is a plus

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