

ROCK ISLAND COUNTY ANIMAL CARE & CONTROL

Part-Time Kennel Hand

Salary: Minimum Wage
Exempt/Non-Exempt: Non-Exempt
Bargaining Unit: None
Date of Last Revision: 12/22/2008
Previous Title: n/a

Position Reports To: Operation Coordinator

Executive Summary: Under supervision performs a variety of responsible duties in the care and treatment of animals in the Rock Island County Animal Care & Control Shelter. Individual receives continuing assignments from the supervisor, generally indicating the work to be done, limitations, quality and quantity expected; deadlines and priority of assignments.

Organizational Relationships:

Assists Domestic Animal Caretaker's with daily tasks, and assists general public on the adoption process as needed.

Position Responsibilities:

Provides care for the shelters' animals by feeding and providing water for each animal in accordance with their dietary requirements and posted feeding procedures.

Maintains respective animal areas' overall cleanliness to maintain a clean and sterile environment in accordance with the Illinois Department of Agriculture standards.

Stocks needed supplies in respective areas, food, cleaning supplies and medical items.

Develops a general knowledge of continued grooming care for the shelter's animals.

Maintains the laundry requirements for respective areas ensuring that all animals' articles, bedding and cleaning items are washed and disinfected daily.

Disposes of waste items in accordance with procedures.

Alerts appropriate staff members regarding potential issues concerning an animal's behavior or medical condition.

Performs additional duties related to the welfare and care of the animals as directed by the Shelter Supervisor or Operations Coordinator.

Accountability:

Ability to establish and maintain effective communication and working relationships within the department.

Mental and Physical Requirements:

This work may require the following: Climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

Minimum Qualification Requirements:

Experience: Basic understanding of animal care and related safety precautions, and knowledge of departmental practices, policies and procedures.

Education: High School or GED (Required)