

Kennel Assistant

The kennel assistant takes care of the everyday needs of patients in the hospital and in the boarding facility. The kennel assistant must enjoy working with animals. The kennel assistant also performs janitorial duties and is responsible for presenting a clean and odor-free hospital to clients and for maintaining the germ-free status of the hospital.

Kennel Assistant Job Description

FUNCTIONS

- clean cages, runs, and grooming areas daily
- provide clean litter boxes
- collect urine and fecal specimens as requested
- feed hospitalized and boarding animals as directed
- follow special feeding/cleaning/care procedures as needed
- record and report important information about animals' conditions
- take incoming animals to appropriate areas
- exercise animals
- provide compassionate care to patients
- prepare animals for dismissal, for example, bathing or brushing
- do laundry
- maintain storage areas, parking lot, lawn areas
- assist doctors and technicians with animal restraint and/or treatment
- assist receptionists as needed
- wash dishes and litter pans
- clean break room
- deep cleaning of entire hospital and grounds per procedure manual
- daily cleaning of all floors per procedure manual
- weekly cleaning of counters and furniture per procedure manual
- monthly cleaning of walls, windows and vents per procedure manual
- clean outside entrances, sweep walkways and pick up parking area
- empty and scrub trash receptacles
- notify office personnel of needed maintenance
- replenish paper supply dispensers
- clean and disinfect bathrooms
- replace heating, circulation and air conditioner filters
- perform other duties as assigned

My signature verifies that I understand the duties of this position.

Print name: _____

Signature: _____

Date: _____