

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Animal Services
<u>Title:</u>	Kennel Technician
<u>Supervisor/Title:</u>	Senior Director of Animal Support
<u>Direct Reports:</u>	None
<u>Working Relationships:</u>	Senior Director of Animal Support, Senior Director of Animal Services, Co-workers, Volunteers, Customers and Adopters
<u>Compensation:</u>	Non-exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Senior Director of Animal Support, this position supports the Society by providing proper care of animals by being attentive to each animal's needs.
<u>Key Responsibilities:</u>	<ul style="list-style-type: none"> • Adhere to the highest ethical standards and provisions of animal care in a safe, competent, professional and humane manner at all times. • Clean and sanitize kennels, cages and equipment. • Provide exercise and enrichment to animals. • Ensure animals have sufficient food and water. • Maintain proper sanitation of area. • Report any concerns about animals to veterinarian. • Assist customers with walk through for lost animals. • Clean and maintain storage area. • Ensure laundry is done • Other duties as assigned.
<u>Qualifications:</u>	<ul style="list-style-type: none"> • High school diploma or equivalent required. • Valid South Carolina Driver's License and excellent driving record required. • Prior experience working with animals preferred. • Compassion and understanding of animals. • Ability to provide excellent customer service. • Ability to work independently with minimal supervision. • Ability to clean continuously.
<u>Additional Information:</u>	<ul style="list-style-type: none"> • Physical requirements include but not limited to, walking, standing and moving of animals and equipment (ability to lift 50 pounds). • Ability to stand a minimum of 10 hours per day. • Must pass a pre-employment drug screen and background check.
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____