



Animal Tracks Veterinary Service, LLC.

1225 N. Nelson Rd. Viroqua, WI 54665

(608)637-6407, Fax: (608)637-8830

animaltracksvet@mwt.net

www.animaltracksvet.com

DOGGIE DAYCARE & KENNEL ATTENDANT

JOB DESCRIPTION

INTRODUCTION

Works under the direct supervision of the Daycare Manager to ensure dogs in daycare/boarding are properly cared for, fed and monitored. Supervises the overall activities of the dogs in daycare/boarding. Ensures that appropriate dogs play together and monitors play to help prevent fights and injuries. Maintains standards of cleanliness in the play area including cleaning up after accidents, sweeping, mopping and ensuring dogs are kept clean. Responsible for adhering to feeding and naptime schedules for all dogs in daycare/boarding. Supervises the walking of any dogs that must be taken outside. Responsible for cleaning the following each day; dog crates, dog toys and any other equipment used in the daycare.

PRIMARY JOB RESPONSIBILITIES

- Clean boarding kennels for dogs and cat condos.
- Administer medications and monthly flea/tick and heartworm preventatives
- Keep clinic/daycare areas clean and presentable at all times (specifically kennel prep area, kennels, daycare room as well as play areas). Responsible for daily laundry, dusting, mopping and sweeping.
- "Check-in" boarding dogs and cats.
- Provide care for boarding dogs and cats including feeding, watering, medicating and letting outside.
- Organize and keep track of clients' belongings.
- Provide baths to boarding and daycare dogs as required.
- Ensure a safe and healthy environment in Doggie Daycare by continuously cleaning and monitoring the dogs.
- Collect fecal samples.
- Assist with crafts and activities as needed.
- Document dogs' attendance in Daycare Tracker.
- Record dogs' participation in daily activities for owners.
- Communicate with owners.
- Work well with other team members and ensure that your actions support the hospital, doctors, and the philosophy of practice and daycare.
- Perform other duties as assigned.



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CONTROLS OVER WORK

The Doggie Daycare and Kennel Attendant work under the direct supervision of the Kennel Manager and owners who will indicate general assignments, limitations and priorities. Recurring assignments are performed independently. Deviations or unfamiliar situations are referred to the supervisor. Work is reviewed for accuracy, efficiency and compliance with established procedures.

SKILLS AND KNOWLEDGE

- Ability to work independently on assigned tasks as well as accept direction on given assignments.
- Able to effectively communicate with clients.
- Knowledge of the procedures used for new Daycare Dogs and incoming boarding animals

PHYSICAL EFFORT

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.

- Frequently required to bend, stand, stoop, walk, sit, talk, and listen, frequently working in a bent position.
- Frequently use hands to manipulate, handle, or feel; will reach with hands and arms.
- Use strength or agility in capturing and restraining stronger, more active animals.
- Frequently lift and/or move up to 50 pounds.

Occasionally handle dogs weighing up to and over 150 lbs. Assistance will be provided by animal handlers when working with larger animals.

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Follow federal and state animal health laws and regulations including OSHA and DEA.



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ESSENTIAL FUNCTIONS

- Work independently.
- Accurately administer medications.
- Receive, handle and treat patients with skill, compassion and care.
- Ability to observe animal appearance and activity for general physical condition, obvious signs of illness disease and discontent. The goal is to keep all animals happy and healthy and to catch any problems as quickly as possible.
- Regular attendance and timeliness are an essential function to fulfill the requirements of this position.
- Strong communication and client service skills. Considerable tact and diplomacy is required. Ability to work with clients and patients in a professional, friendly, hospitable manner.
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the practice philosophy.
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms.
- Frequently lift, carry and handle dogs weighing 50 lbs.