

## **JOB DESCRIPTION**

<b>Position:</b>	Kennel/Home Assistant Full Time – (PERMANENT)
<b>Responsibility to:</b>	The Kennel Manager
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Cleaning a kennel             <ol style="list-style-type: none"> <li>a) with dogs in kennel</li> <li>b) empty kennel (includes disinfection)</li> <li>c) correctly dispose of kennel waste</li> </ol> </li> <li>2. Cleaning approach area to kennel</li> <li>3. Feeding and watering dogs (including special diets)</li> <li>4. Observation of dogs for abnormal behaviour and accurately reporting to relevant supervisor</li> <li>5. Handling and restraining dogs</li> <li>6. Upkeep of identity discs on dogs, accurately keeping descriptions and notifying relevant supervisor immediately if i.d. disc is lost.</li> <li>7. Ensuring that necessary kennel ventilation is maintained</li> <li>8. Checking that lighting and fans are not used unnecessarily</li> <li>9. Keeping all walkways free from debris and faeces</li> <li>10. Assisting members of the public, directing to the correct area, observing security procedures, and providing necessary advice.</li> <li>11. Accompanying and advising prospective adopters, or claimants of dogs and providing reception staff with necessary information to allow efficient processing.</li> <li>12. Assisting drivers and dog wardens to process dogs on arrival and install in correct kennel, checking that all paperwork has been left at Reception, (includes vaccination and microchip scanning)</li> <li>13. Exercising and grooming</li> <li>14. Seeing that necessary medication is correctly administered</li> <li>15. Being aware of and carrying out safety procedures to HSE standard.</li> <li>16. Completing regular H&amp;S checks around the Home and it's property</li> <li>17. Report to Manager and Vet any signs or symptoms of any injury or illness to any of the dogs.</li> <li>18. Ensuring that all staff jobs / duties are completed</li> <li>19. Assisting the Kennel Manager with various duties</li> <li>20. Behavioural assessment of dogs</li> <li>21. Checking stock levels and re-ordering when necessary</li> <li>22.</li> <li>23. Show a caring attitude at all times towards the dogs.</li> </ol>
<b>Liaison with:</b>	Administrative and Kennel Managers and veterinary colleagues.
<b>Hours of Work</b>	Nominal 40 hours per week
<b>Holidays</b>	25 days
<b>Salary:</b>	Minimum wage