



pasadena humane society & spca

Kennel Attendant Full Time, Non-Exempt

The Pasadena Humane Society & SPCA is seeking a hardworking, dedicated person for the position of Kennel Attendant.

REPORTS TO: Kennel Supervisor

TYPICAL RESPONSIBILITIES:

- Responsible for feeding the dogs.
- Clean and disinfect the kennels.
- Maintain and enhance the cleanliness of the areas surrounding the kennels.
- Assist in animal intake and cage transfers.
- Work with the Store and Boarding Manager in welcoming dogs for boarding and carryout service.
- Transfer dogs to clinic and behavior departments.
- Assist health staff after euthanasia.
- Alert appropriate staff of any concerns about an animal's health or well-being.
- Take initiative to keep kennels cleaned throughout the day.
- Follow procedures to keep animals comfortable in inclement weather.
- Restock supplies.
- Receive and process shipments from suppliers.
- Perform all other functions and special details as assigned by management.

REQUIREMENTS:

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must be able to come to work regularly and on time, to follow directions, to take criticism, to get along with coworkers and supervisors, to treat coworkers, supervisors and members/guests with respect and courtesy and to refrain from abusive, insubordinate and/or violent behavior.

SKILLS AND QUALIFICATIONS:

- High school graduate (or GED/proficiency certificate).
- Must be at least 18 years of age at the time of appointment.
- Have the ability to stay standing or active during entire shift.

- Must be able to lift 50 pounds.

WORK SCHEDULE:

- Must be able to work early hours according to the needs of the department schedule: includes weekends and holidays.

WORKING CONDITIONS:

Exposure to numerous animals (live and deceased), including those with uncertain dispositions. Work directly with animal waste, disinfectants, soiled bedding, and dishes. Daily activities include lifting, bending, stooping, and other strenuous tasks. The majority of the work is performed outdoors and is subject to heat and other weather conditions.

BENEFITS:

The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), short and long-term disability, paid vacation and sick time, and other benefits.

EXAMINATION:

Qualified applicants will be invited to an interview to further evaluate each candidate's experience, knowledge, skills and abilities.

TO APPLY:

Send résumé along with a brief cover letter to hr@pasadenahumane.org or by mail to *Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105* or by fax to (626) 792-3810. **No phone calls or email inquiries please.**