

WellHaven Pet Health

Job Description

Kennel Attendant

Job Summary

The Kennel Attendant is responsible for maintaining the cleanliness and organization of the hospital. This includes cleaning kennels, floors, counters, and exam rooms. Additionally, the incumbent will assist in organizing the hospital by storing incoming orders and restocking supplies in cabinets, drawers, and the refrigerator.

Key Responsibilities

Main Accountabilities:

- Perform cleaning tasks, including kennels, floors, counters, and exam rooms
- Complete all assigned hospital duties before the end of the shift
- Organize the hospital, restock supplies in an orderly manner, and notify the team when supplies are running low or need to be reordered
- Contribute to the day-to-day flow and efficiency of the hospital
- Assist with patient restraint when needed
- Follow hospital protocols to maintain a sterile, clean, organized environment

Customer Service Delivery:

- Consistently provide professional, efficient, and exceptional service
- Demonstrate excellent communication and organizational skills when interacting with the veterinary team and clients

Other:

- Adhere to OSHA standards and regulations as outlined in company policies
- Ability to perform other job duties as assigned

Required Skills and Knowledge

Ability to:

- Takes own initiative
- Advocate for the success of the hospital
- Work independently and exercise good judgment
- Multi-task effectively
- Remain action-oriented and effectively set priorities
- Learn new computer software systems (EMR, Scheduling, etc.)
- Provide a high level of accountability

Experience/Knowledge in:

- Handling and restraining dogs, cats, and exotic animals
- Providing basic animal care, such as feeding, bathing, grooming, and monitoring for signs of distress or illness

Demonstrates:

- High level of accountability
- Strong organizational and efficiency skills
- Willing to adapt and learn new things

Education and Experience

- High school diploma or equivalent
- Previous veterinary hospital experience is a plus!

Work Location, Environment, and Physical Requirements

- The Kennel Attendant position is performed onsite at our hospital or at an approved offsite event location. Remote work is not available for his position
- Hospital environment includes limited space, smells from pet waste, and noise (barking, etc.)
- Schedules may include 10+ hour shifts, Saturdays, evenings, and holidays
- Good hand-eye coordination, arm-hand-finger dexterity with the ability to reach and grasp, and visual acuity to use a keyboard, operate equipment, and read information
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Ability to lift 25+ pounds
- Able to stand, walk, stoop, kneel, crouch, and climb
- May routinely be exposed to pets that may bite or scratch, biological hazards, anesthesia medications (smells), radiation if near Xray machine, prescription medications, including controlled substances

Equal Opportunity Employer – Commitment to Diversity

WellHaven is an Equal Opportunity Employer. WellHaven is committed to complying with all applicable federal, state, and/or local laws prohibiting discrimination based on race, color, creed, religion, national origin, sex (including transgender status), marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

In accordance with federal, state, and local law, WellHaven may provide reasonable accommodation to known physical or mental limitations of applicants during the hiring process and to an otherwise qualified employee with a disability unless the accommodation would impose an undue hardship on WellHaven. For more information, please contact WellHaven HR at HR@wellhaven.com.