

# **JOB DESCRIPTION – KENNEL KEEPER**

---

## **1 Purpose and Scope**

To define the duties of the Kennel Keeper for the Lorain County Dog Kennel

---

## **2 Responsibilities**

**Kennel Keeper**

---

## **3 Authority**

**Dog Warden/Animal Control Officer**

---

## **4. Descriptions**

**4.1** Perform all duties in compliance with Lorain County's Rules, Policies and Procedures.

**4.2** Clean and sanitize the Kennel area with the approved disinfectant from the drum located near the food room.

**4.3** Hydrate the dogs on a regular basis, check for any fecal material to be removed and rinsed.

**4.4** Assist the Clerk II in the taking of pictures for the internet and the completion of the kennel cards on the individual doors.

**4.5** Assist the customer with their newly adopted pet to their vehicle.

**4.6** Inform the Dog Warden of any sick or diseased animals in the kennel.

**4.7** Must have proof of a valid driver's license and secure vehicle insurance

**4.8** Other duties as assigned.