

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.