

## **Kennel Keeper/Laborer**

The Lorain County Commissioners are accepting applications for a part-time Kennel Keeper/Laborer.

The successful candidate would clean and sanitize kennel area. Hydrate dogs; assist the Clerk II with kennel cards and pictures, exercise dogs and other duties as assigned. Excellent communication and customer service skills are required and experience working with dogs a plus.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities. Submission of the County Employment Application is required. Applications will be accepted at: Personnel Dept. – ATTN: Brenda Varady, Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035 or visit [www.loraincounty.us](http://www.loraincounty.us).

# **JOB DESCRIPTION – KENNEL KEEPER**

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## **1 Purpose and Scope**

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

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## **2 Responsibilities**

**Kennel Keeper**

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## **3 Authority**

**Dog Warden/Animal Control Officer**

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## **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.**