



## Dane County Humane Society

*Helping People Help Animals*

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • [giveshelter.org](http://giveshelter.org)

**Job Title:** LTE Kennel Cleaning Assistant

**Reports to:** The Kennel Supervisor

**Supervises:** N/A

**Hours:** Part time, fill in. This position would fill in/be called in as needed, depending on the number of work release employees scheduled. When needed, ideally 20 hours/week, 4 hours/day, in the mornings. 8:30am-12:30, but could potentially flex a bit. All days currently needed, including weekends and holidays. This is a limited term employment position.

**Pay Rate:** \$8.00/hour

**Scope of Position:** This position will be responsible for the cleaning and maintenance primarily of our dog kennel runs. As time allows will also assist with deep cleaning other empty animal enclosures, housekeeping duties such as dishes and laundry, and various other assigned tasks. This position may include very limited animal handling.

## Duties and Responsibilities:

### Daily Animal Care

**75%**

- Clean and maintain dog kennel runs, providing proper animal husbandry, following established disease control protocols in a timely manner.
- Deep cleaning and set up of a variety of empty animal enclosures, following established protocols.
- Spot clean the dog kennels as needed.
- Provide appropriate toys and bedding based on established protocols.
- Ensure the cleanliness and organization of assigned work area, including daily removal of trash and clutter, and restocking of supplies.
- If trained to do so, appropriately and safely handle animals when necessary.
- Other duties as assigned.

## General Labor

15%

- Assist with moving objects around the shelter or shelter property, which could include heavy lifting or working outside.
- Assist with laundry, dishes, and animal carrier cleaning.
- Assist with organizing aluminum can donations.
- Assist with organizing general shelter donations.
- Restock all work areas.
- Other duties as assigned.

## Internal and Public Communication

10%

- Comply with all DCHS policies, procedures and protocols.
- Answer questions from the public in a calm and courteous manner.
- Report any concerns regarding animals to appropriate staff.
- Repair or report any broken or damaged equipment in a timely manner.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Work Cooperatively; provide training and courteous assistance to volunteers and coworkers
- Other duties as assigned.

## Qualifications/Requirements:

- High school or equivalent education
- Must be 18 years of age
- Affection for animals and concern for their welfare.
- Critical evaluation and observation skills.
- Ability to work efficiently and independently
- Team oriented with good public relations, communications, and people skills.
- Must be able to perform repetitive tasks, multi-task, and work well under pressure.
- Must be able to squat, bend, reach, lift and carry 50 pounds safely, and be active on your feet for 8-10 hours.
- Must be able to work in a potentially loud kennel/shelter setting, and outdoors with exposure to various weather conditions.
- Must be able to work in conditions that involve exposure to disinfectant solutions while cleaning.
- Must be able to work in conditions that will involve exposure to animals of various temperaments and animal allergens.

## To Apply:

Please send **a DCHS application** to **Dawn Sands, Kennel Supervisor**, at:

**Email:** [dsands@giveshelter.org](mailto:dsands@giveshelter.org).

**Mail/Drop off:** 5132 Voges Road, Madison WI 53718

**Fax:** 608-838-0368