



JOB POSTING

POSTING DATE: 05/07/2025 **POSITION:** KENNEL SUPERVISOR
CLOSING DATE: OPEN UNTIL FILLED **STATUS:** FULL TIME/SALARY
REQUIRED EXPERIENCE: 2 years of management and animal handling
BASE PAY: DOE
REQUIRED EDUCATION: High School Diploma or GED; some college or bachelor's degree preferred

JOB DESCRIPTION

This position will be under the direct supervision of the Director of Operations. The Kennel Supervisor is responsible for managing all Kennel Technicians, Kennel Leads, and General Maintenance Technicians, animal welfare, and the overseeing of kennel maintenance.

Principal Duties and Responsibilities

- Supervises the kennel technicians, kennel leads, and general maintenance technicians to include hiring, training, coaching, and developing.
- Create work schedules for the kennel team.
- Ensures kennel team prepare and set up animal kennels and related equipment for change-outs or newly arriving animals according to specific instructions.
- Ensures kennel team are feeding, watering, and exercising animals in the designated work areas.
- Responsible for ensuring the comfort, safety, and well-being of all shelter animals.
- Reports any animal behaviors that cause concern to the appropriate staff.
- Ensures kennel team rinse, scrub, and disinfect animal cages, hallways, floors, and walls in designated area using applicable sanitary protocols to prevent the spread of bacteria and/or disease; cleans water, food dishes, and related kennel equipment and facilities.
- Monitors equipment for proper operation (chemical mixers, hose units, steam machines, etc.).
- Monitors supply needs and orders accordingly.
- Works closely with the maintenance team to report any safety hazards or equipment failure/maintenance.
- Provides accurate information and friendly professional service.
- Other duties as assigned.

Additional Duties and Responsibilities

- Assist with fundraising activities and special events as needed.
- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules, and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.

Minimum Knowledge and Skills Required by the Job

- Work requires the analytical skills to gather and interpret data in job-related situations.
- Demonstrate effective communication.

Physical Requirements of the Job

- Must stand, walk, bend, and stoop to perform duties.
- Must have the ability to perform prolonged physical activity.
- Must be able to stand for 8 hours.
- Ability to lift 50 lbs.
- Will be expected to work weekends, holidays, and off-hours on occasion.
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, both animal and human.
- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels when in the kennel area, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander.
- Potential for animal bites and scratches while handling animals.