



DeZavala-Shavano Veterinary Clinic Animal Caretaker (Kennel) Job Description

Summary: Give excellent customer service through various tasks which maintain a quality environment for the animals under our care and which help maintain a clean and efficient clinic environment. Duties include the following:

Patient Care

- Make sure pets have appropriate food, water, and clean cages.
- Make sure pets stay clean and dry.
- Give pet baths as needed and document bath completed on pet's record.
- Handle and restrain pets as needed to perform duties.
- Notify doctor or veterinary nurse of any problems with pets at the clinic.
- Follow special care instructions for pets.
- Be familiar with clinic services and products, including preventive pet health care.
- Communicate with clients as needed concerning pet's care.

Housekeeping

- Wash dishes in kennel.
- Scrub kennel floors and pet bath tub.
- Sweep and hose patio.
- Scoop backyard of pet excrement.
- Operate and maintain various kennel equipment--pressure washer, cage dryer, etc.
- Refill spray bottles, soap dispensers, and shampoo.
- Distribute leashes.
- Sweep and mop the clinic.
- Maintain clean and polished sinks.
- Clean bathroom.
- Refill paper towel dispensers
- Clean door frames, doors, walls, baseboards, and the front glass doors.
- Replace A/C filters.
- Clean and replace lettering on marquee in front of clinic.
- Maintain kennel supplies.

Office

- Record pet's status on cage cards.
- Assist in taking in and discharging pets.
- Organize and label items brought with pet. Make sure pet property is returned to client.

Miscellaneous

- Be able to carry pets and/or products weighing up to 40# without assistance.
- Assist other staff members as needed.
- Perform other tasks as assigned.