

HR	<b>Position Description</b>	
----	-----------------------------	---

<b>Job Title</b>	Kennel Attendant
<b>Department</b>	Guide Dogs Centre
<b>Reports To</b>	Kennel Supervisor
<b>Manages / Supervises</b>	N/A

( ) New Job Description      ( x ) Revised Job Description

**1. PURPOSE OF THE JOB:**

- To ensure appropriate care of dogs, including feeding, watering and toileting.
- To ensure the kennel environment is maintained to high level of hygiene.

**2. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Care and supervision of dogs:

- Feed, water and toilet dogs as required.
- Dog handling.
- Bath and groom dogs.
- Transport dogs as required.
- Assist with the veterinary care of dogs through the management and implementation of health treatment plans.
- Supervise general behaviour of kennelled dogs, including the prevention of noise.
- Maintain health records of individual dogs while boarding in the kennels.
- Liaise with staff as to specific requirements for individual dogs.

Kennel Maintenance:

- Clean and maintain all kennel areas and associated equipment.
- Co-operate with Guide Dog Mobility Instructors' requirements for individual dogs.

- Provide supervision to volunteers and placement students.

### **WH&S Responsibilities**

- Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices.
- Report any hazards and incidents as soon as possible, whether or not someone was injured.
- Participate in WH&S consultation meetings to discuss workplace safety in the department.
- Assist in the return to work process for yourself or any work colleagues following injury.
- Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required.
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.

### **3. OTHER DUTIES & RESPONSIBILITIES:**

- If appropriate, take on a wide support role as one or more of the following: WHS Committee Member; Quality Assurance (QA) Internal Auditor; QA Representative; First Aider; and/or Fire Warden.
- Demonstrated commitment to the Quality Assurance System, procedures and practices.
- Other related duties as required.
- Participate in personal development opportunities.
- Keep informed on company procedures and policies.
- Conduct all activities in a manner consistent with the Workplace Behaviour Policy.

### **4. SUPERVISORY RESPONSIBILITIES:**

- N/A.

### **5. KNOWLEDGE & SKILLS:**

#### **Essential**

- Experience in kennel management. Demonstrated good dog handling skills and ability to demonstrate effective leadership and control over dogs.
- Ability to competently handle dogs of all ages and at various levels of training.

- Enthusiasm, energy and the ability to demonstrate a high level of initiative, while still being able to work under direction.
- Good communication and interpersonal skills, and the ability to communicate sensitively and respectfully with relevant stakeholders.
- Ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks.
- The ability to follow through with all tasks – reliable and accountable.
- Ability to work well within a team, as well as independently, assuming responsibility for nominated tasks.
- Mature and professional approach and presentation.
- Hold a drivers licence as recognised in the state of NSW in order to transport dogs.
- Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.

### Desirable

- Understanding of and competency in veterinary databases, Microsoft Word, Excel and Outlook.

## 6. PHYSICAL DEMANDS OF THE ROLE:

High level of activity (80% or more of time spent performing these activities)

Activity	Description	Existing controls
Dog and puppy handling including bath and groom dogs, walk dogs, conduct health checks, administer treatments to dogs and supervise feeds of dogs and puppies.	Lifting, twisting, stretching, bending, kneeling and squatting on a repetitive basis. Unpredictable pulling on the lead from dogs requiring exerting and restraining force with the leading hand and arm.	Staff are trained in dog-handling skills. Where possible, work at bench height. Assistance and breaks as required. Provision and use of PPE. Manual handling training.
General cleaning duties including hosing, pouring chemicals, scrubbing, using a squeegee and mopping kennel floors and walls and yards.	Lifting, pushing, pulling, twisting, stretching, bending, kneeling, squatting, gripping and releasing on a repetitive basis.	Assistance and breaks as required. Provision and use of PPE. Manual handling training.

Using cleaning fluids.	Exposure to chemicals.	PPE provided including non-slip gun boots, disposable gloves and goggles. No corrosive or hazardous chemicals.
Most cleaning duties are conducted in Kennels (covered) and open (uncovered) yards.	Exposure to climate elements.	Staff are required to wear appropriate clothing and follow SunSmart guidelines.
Wash dishes and wipe benches. Load, unload, hang and fold washing. Lifting dog food bags.	Lifting, twisting, stretching, bending, kneeling and squatting.	Manual handling training. Induct and adhere to Kennel procedures.

**Low level of activity** (10% or more of time spent performing these activities)

<b>Activity</b>	<b>Description</b>	<b>Existing controls</b>
Driving in metropolitan Sydney and regional New South Wales for long-distances and for extended periods of time.	Sustain a dynamic sitting posture while driving for up to four hours with a break every two hours.	Vehicles comply with safety and ergonomic guidelines. Safe driving policy with scheduled breaks as required.
Computer work at a desk.	Sustain a sitting posture: static arm, neck, shoulder and back posture and hand, wrist and finger fine motor skills.	Ergonomic office set up. Breaks as required.
Set up at various functions such as public educational programs, events and displays. Participate in special events.	Lift, push, pull, twist, stretch, bend and squat. Static standing for extensive periods of time. May be required to work with the public.	Two or more staff attend each function. Regular breaks. Appropriate food, water and sun shelter.

## **7. WORKING CONDITIONS & ENVIRONMENT**

- Expansive lawn and grounds onsite.
- Professional environment.
- Extensive contact with dogs.

---

Date Commenced Employment:

Employee's Signature:		Date:	
-----------------------	--	-------	--

Print Name:	
-------------	--

Manager's Signature:		Date:	
----------------------	--	-------	--

Print Name:	
-------------	--

---