



## **JOB OPPORTUNITY**

### **THE CENTERTON ANIMAL SHELTER IS LOOKING FOR A TEMPORARY KENNEL TECH**

**The proposed job duties as are follow:**

- Maintain a safe and sanitary facility for both the public and sheltered animals.
- Provide humane care and safe handling of all sheltered animals, while ensuring the overall cleanliness of all animals, housing areas, and shelter grounds.
- Provide for and assist in providing for sheltered animal's nutritional, emotional and medical needs, reporting any changes in animal's appearances and behaviors to a supervisor; administer medications as needed.
- Can lift and handle dogs of all sizes & types.
- Feed, water, walk, vaccinate, worm, exercise, and bathe animals as needed in our care.
- Remove feces and clean up after animals both inside the facility and outside; sanitize kennels and clean animal yards as needed.
- Maintain shelter by such tasks as sweeping/mopping floors, laundry, wiping countertops, garbage removal, cleaning bathrooms, and lawn care of all kinds.
- Provide secretarial and clerical support to management and staff. Accurately fill out various forms; maintain records, books, and computer data entry.
- Use all resources available to facilitate the adoption of shelter animals.
- Receive visitors and telephone calls; provide information to the public, City staff, and other organizations.
- Handle calls, requests for service, and dispatch calls for service to Animal Control Officers while providing accurate information to ensure their safety.
- Release animals to their owners; collect, receipt, and document any fees associated with adoption and releasing of animals.
- Assist in maintaining the shelter's websites and social media page, taking pictures, posting animals, and updating posts consistently and accurately, etc.
- Must be available to work holidays and take after-hours calls as needed.
- Must be able to respond in a timely fashion to afterhours calls within Centerton City limits.
- Valid driver's license/clean driving record required.

**DAY SHIFT-\$13 PER HOUR-WEEKLY PAY**

For more information call Human Resources at 479-640-0624

For an application visit our website [centertonar.us](http://centertonar.us)

Or stop by City Hall and pick up an application!