

Berwick Animal Rescue Kennels – Part Time permanent vacancy

Part Time Vacancy offering 64 hours per 4 week period, flexibility for potential overtime essential.

3 months probationary period – National minimum wage applies
The kennels is manned between 8am and 8pm and work a rota system.

A genuine love of all animals, flexibility and computer literacy essential.

BARK Job Description

Job Title: Kennel Assistant
Reports to: Kennel Manager

Basic Function:

While on duty, throughout your contracted hours, you are to maintain the kennel facility to ensure the well-being and security of the animals.

Primary Responsibilities:

- Provide care, exercise, feed, water and well-being of any animals at the BARK kennels.
- Ensure bedding is clean and dry
- Exercise the dogs either in the paddocks or off premises removing all excrement and keeping all areas clean
- Follow instructions on correct quantity and type of food
- General Housekeeping as appropriate

Secondary activities

- Ensure correct dispensing of any medication
- Identify possibility of abnormal behaviour/illness/injury/parasite infestation and inform the kennel manager
- Maintain cleanliness and hygiene of all animal areas, walkways and exercise areas. Clean and disinfect all units as schedule.
- Maintain accurate records
- On completion of your primary tasks carry out routine tasks the next shift would normally do. In this way we may get ahead of the routine jobs and attend to those tasks we would find difficulty in fitting in to our normal activities.
- Attend training on Health and Safety and fire training
- Attend update training on animal welfare as required
- Attend staff meetings as required

Kennel Assistant – Job Description v1.2

- Respond to any queries regarding the kennels and rehoming
- Complete the necessary enquiry form and inform the kennel manager
- Complete any documentation as necessary
- Ensure the security of the building and compound at all times
- Any other duties required to ensure the smooth and efficient running of the kennel facility.
- To take reasonable care for your own and others safety and comply with health and safety policies.

Please put applications in writing with CV, covering letter and SAE to

Jan Ross
Kennel Manager
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