



Dog Paws Boarding Resort, LLC. is searching for a flexible, part-time, attentive, doting, and reliable **Kennel Assistant and Key Holder** to oversee the well-being of the animals in our care. In this role, you will be responsible for providing hands-on care and attention to dogs staying in the Crib. Additionally, you will serve as a key holder, ensuring the security and safety of the premises during designated shifts. The ideal candidate will possess a love for animals, strong attention to detail, and the ability to work independently as well as part of a team.

Hours are extremely part-time and would be ideal for a retired individual (hours will vary on the number of boarders and no benefits). This position requires an individual to work a minimum of 4 staggered shifts throughout the day at the location of Crib.

Qualified applicants will be required to complete Employment Application, undergo an interview and complete a job shadow shift. Reference checks and background checks will be conducted as part of the selection process.

Key Responsibilities:

1. Dog Care:

- Provide daily care and supervision for dogs staying at the Crib.
- Ensure all dogs have access to clean water, food, and comfortable bedding.
- Administer medications or special diets as directed by owners or veterinarians.
- Engage in interactive play sessions and provide enrichment activities to promote mental and physical stimulation.
- Monitor for any signs of illness or discomfort and report to the Owner as soon as possible.
- Give dogs bath as necessary.

2. Facility Maintenance:

- Follow and maintain cleanliness and hygiene standards for our facility.
- Regularly clean and sanitize dog kennels, common areas, and outdoor spaces.
- Immediately pick up waste and sanitize after each dog in Crib yard.
- Perform basic maintenance tasks such as sweeping, mopping, and laundry.
- Report any maintenance issues or safety concerns to owner promptly.

3. Customer Service:

- May assist in greeting pet parents upon drop-off and pick-up of their dogs.
- May be responsible to provide updates on their pets' well-being and behavior during their stay.
- Address any questions or concerns from pet owners in a professional and courteous manner, escalate concerns to owner.

4. Security Responsibilities:

- Serve as a key holder responsible for opening and closing the facility during designated shifts.
- Ensure all doors, gates, and windows are securely locked when the facility is not in operation.
- Respond to any security alarms or incidents according to established protocols.

5. Performs other duties as assigned or requested.

Qualifications:

- 1-2 years prior experience caring for animals at a dog daycare facility, shelter, or in personal animal care strongly preferred.
- Familiarity with various dog breeds preferred and knowledge of basic dog behavior, health, and care requirements preferred.
- Physically fit and agile. Must be able to maintain physical stamina for caring for animals, cleaning and maintaining kennels (inside and outside) including lifting up to 50 pounds.
- Strong communication skills and the ability to interact effectively with pet owners and team members.
- Reliable and punctual with a flexible schedule, including evenings, weekends, and holidays.
- Must have a valid driver's license and reliable transportation. Failure to arrive to work due to inclement weather will not be tolerated as the Crib animals must still go outside
- Comfortable serving as a key holder and following security protocols.

Knowledge and Skills Requirements:

- Strong organizational skills, analytical and problem-solving skills, interpersonal and communication skills, basic computer skills and customer service skills are essential skills needed for this role.
- He/she must also be well organized, observant, detail-oriented and work well independently or as part of a team.
- Kennel Assistants must also be comfortable in handling animals on a daily basis including non-social or aggressive dogs.

Working Conditions:

- Indoor and Outdoor work will be required in all Iowa weather elements (rain, sleet, snow etc.) and dress accordingly to working conditions (Proper foot attire required. No open toed shoes.)
- The environment can be loud due to the Dogs barking inside the Crib
- Hours required may vary but must be able to work evenings, weekends and Holiday's
- Employee understand inherent risk of working with animals for bumps, bruises, scratches etc.