



## Fidelco Guide Dog Foundation Position Description

**Position Title:** Canine Care Staff  
**Reports To:** Kennel Manager  
**FLSA Status:** Non-Exempt

### **SCOPE OF THE POSITION**

The canine staff is responsible for the general care of the dogs and the kennel facilities, which includes feeding, cleaning, bathing, and medicating.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for the daily care of all dogs, ensuring that all dogs are checked at the beginning and end of each shift as well as one time during the shift.
- Prepare food for the dogs, feed the dogs, and observe and record irregular eating patterns.
- Bathe and groom the dogs, as needed.
- Following established procedures to sell dog food to Fidelco pet owners and puppy raisers.
- Maintain kennel documentation of food use for the inventory process.
- Evaluate any dog that appears ill and ensure that appropriate actions are taken, recording all events and outcome.
- Meet puppy raisers with compassion and understanding when bringing pup in for surgery.
- Ensure that dogs which need to be crated are safe and secure before leaving at night.
- Administer medications under the direction of the Kennel Manager.
- Clean the kennels, ensuring satisfactory conditions throughout each shift.
- Other duties, as needed and as appropriate.

### **QUALIFICATIONS**

#### **Experience, Competencies and Education**

- Ability to relate effectively to animals
- Communicate effectively with individuals of a variety of temperaments.
- A working knowledge of daily operations of a kennel facility.
- Must have the ability to work under moderate supervision.
- Demonstrate an understanding of the needs of the visually impaired and the life changing opportunities the guide dogs provide.
- Ability to follow written instructions for dispensing medication.

## **PHYSICAL REQUIREMENTS**

- The employee is required to stand and walk for most of the day.
- The employee must be able to effectively communicate with the dogs, puppy raisers, fellow employees, and customers.
- The employee must frequently lift and/or move up to 75 pounds.
- The employee is occasionally required to bend, kneel, or crouch while evaluating and caring for the dogs.

## **EDUCATION/PREVIOUS EXPERIENCE**

- High school diploma or equivalent required.

## **OTHER REQUIREMENTS**

- Flexibility for occasional overtime.

If you are interested in applying for this position, please email your resume to Lori at [lmccain@fidelco.org](mailto:lmccain@fidelco.org).