



**SANTA MARIA VALLEY**  
**HUMANE SOCIETY**

1687 W. Stowell Rd. | P.O. Box 1700 | Santa Maria, CA 93456-1700  
Tel 805.349.3435 | SMVHS.org  
Tax ID 77-0002949

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## **JOB ANNOUNCEMENT**

### **POSITION TITLE:**

**KENNEL ASSISTANT**

Part-time, 12-20 hours per week

Hours begin at 7 a.m. and include weekends/holidays

### **RESPONSIBILITIES:**

A Kennel Assistant is needed to assist with all duties related to the care and cleaning of shelter environments of both cats and dogs. Must be comfortable handling all sizes and breeds of animals and show a high level of maturity and comprehension abilities. Our priority is the health and cleanliness of our animals and of our shelter. Ranch or farm experience a plus. Duties include but are not limited to; using a pressure washer to clean kennels both indoors and out, maintaining shelter grounds including indoor public areas, cleaning indoor cat areas including working around cat litter boxes/dust, working directly with the public to assist in adoption selections while providing excellent customer service, re-stocking and laundry. Ability to lift up to 50 lbs and to bend, stoop, kneel and stand for long periods of time. Must have basic record keeping skills and the ability to update records in English. Potential for more hours after training and work experience.

### **EXPERIENCE:**

The ideal candidate will possess a willingness to provide exceptional and friendly customer service to all visitors, donors and volunteers, have patience and tolerance with all animals and willingness to provide direct care to cats and dog of all sizes and types. Willingness to work outside for long periods of time and ability to dress warmly and properly for the job at hand. Willingness to be trained in agency procedures for animal care and desire to maintain high level of care for all animals in order to assure their comfort and adoptability. Basic record keeping skills and the ability to write notes, updates, comments, etc., as they pertain to an animal's status, in English

High school diploma required. Bilingual skills a plus.

Please send your resume, cover letter and salary history to [mcoffee@smvhs.org](mailto:mcoffee@smvhs.org), Position open until filled

**09.16.2016**

The Santa Maria Valley Humane Society is a 501(C)(3) tax-exempt organization.  
YOUR contribution saves lives! Visit [www.smvhs.org](http://www.smvhs.org) to make your tax deductible contribution today!