

*C*ountry Estate Kennel

Professional Boarding Facility

Job Description

JOB REQUIREMENTS/CONDITIONS

- 1) Availability for work schedule must include ability to work weekends and holidays.**
- 2) Employees must possess honesty and integrity in regards to clients, pets boarded at the kennel, and co-workers.

PHYSICAL REQUIREMENTS

- 1) Heavy work: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently to move objects.
- 2) Standing/walking: Must stand/walk frequently and intermittently to accomplish tasks and perform various duties.
- 3) Lifting: Must frequently raise objects from a lower to a higher position or move objects horizontally from position to position.
- 4) Climbing: Must frequently ascend and descend stairs, uneven surfaces, or obstacles that may be located indoors or outdoors, and may not be handicap-accessible.
- 5) Stooping/kneeling/crouching: Must frequently stoop, kneel, or crouch during the course of the workday.
- 6) Balancing: Must maintain balance which is necessary for ordinary locomotion and body equilibrium.
- 7) Reaching: Must frequently reach to perform various duties.
- 8) Repetitive motions: Must frequently use the upper and/or lower extremities in a repetitive motion.

JOB DUTIES

Responsible for general upkeep of the kennel and all care of pets boarding at the facility.

- * feeding/watering
- * grooming
- * bathing
- * walking/play yard
- * administering medication (at the discretion of the kennel owner)
- * sanitizing kennel areas
- * light janitorial duties (i.e., sweeping, mopping, etc.)
- * other duties as assigned

GUIDELINES FOR WORK ATTIRE

Clothing

Attire must be clean and presentable upon arrival.

Long Pants — jeans or trousers are appropriate.

No shorts, skorts, skirts, sweatpants, or pajama bottoms.

Shirts must cover top of pants so that skin is not exposed upon bending or stooping.

No cropped shirts.

Shirts must have sleeves — cap sleeves are appropriate.

No spaghetti straps or tank tops.

Shirts must be collared

No profanity or suggestive statements/pictures on shirts.

No head gear (i.e. hats, dew rags, etc.).

Rubber boots should be worn while sanitizing kennels and bathing pets.

For safety purposes, rubber-soled shoes are required during other activities.

Crocs are not allowed.

Jewelry

No necklaces or bracelets.

Earrings — studs or spacers are acceptable.

For safety purposes, no hoop or drop earrings.

No facial piercings.

Grooming

Facial hair is unacceptable.

Tattoos must be covered.

Side burns must be no longer than the bottom of the ear lobe.

Hair

Only natural hair colors are acceptable.

Unusual hair styles for both men and women must be approved by owner in advance.

Country Estate Kennel

Professional Pet Boarding Facility

Personal Information	Name:		SS #:	
	Address:			
	Street	City	State	Zip
	Home Phone:	Cell Phone:	Pager:	

Availability	Due to the nature of our service, our busiest times are on the weekends and around holidays; therefore, our staff must be available to work at these times.			
	Saturday	From:	To	Are you willing to work weekends?
	Sunday	From:	To	
	Monday	From:	To	
	Tuesday	From:	To	Are you willing to work holidays?
	Wednesday	From:	To	
	Thursday	From:	To	
	Friday	From:	To	

Employment History	Shaded areas are for office use only			
	Company:		Dates Employed -	From: To:
	Phone:	Position:	Salary:	
	City:	Brief description of duties:		
	Reason for leaving:			
	Eligible for rehire? [] Yes [] N -- If NO - reason?			
	Initials & Date Verified:		Comments:	
	Company:		Dates Employed -	From: To:
	Phone:	Position:	Salary:	
	City:	Brief description of duties:		
	Reason for leaving:			
	Eligible for rehire? [] Yes [] N -- If NO - reason?			
	Initials & Date Verified:		Comments:	
	Company:		Dates Employed -	From: To:
	Phone:	Position:	Salary:	
	City:	Brief description of duties:		
	Reason for leaving:			
	Eligible for rehire? [] Yes [] N -- If NO - reason?			
	Initials & Date Verified:		Comments:	

below, I authorize Country Estate Kennel Inc. to collect any information concerning my qualifications and past performance. Further, I hereby release the company giving the information from any and all liability in supplying the requested information.

This company does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform work required. No question on this application is intended to secure information to be used for such discrimination.

I have read and received a copy of the job description for the position of which I am applying.

Applicant Signature _____

Date _____

I understand and am able to meet all of the requirements and conditions necessary for the position.