

The City of Hobart is looking for a Part Time Kennel Assistant 4 hours a day 5 days a week 8:00 a.m. to 12:00 p.m.

The kennel assistant will be responsible to provide compassionate and attentive care of the animals at all times, maintain a clean healthy environment for the animals and the public, and assisting with other duties as needed.

Job Responsibilities

- Feeding and providing water for the animal.
- Monitoring the health of the animals
- Daily thorough cleaning and disinfecting of the shelter
- Spot cleaning of all areas throughout the day
- Cleaning and upkeep both indoors and outside of the facility.
- Provide professional and courteous customer service
- Stocking supplies
- Assist with other shelter programs and fundraising events as needed
- Completing proper intake paperwork, surrender paperwork and adoption or reunification paperwork

Specific Job Skills ● The ideal person for this job would be personable, outgoing, patient and a team player ● Excellent communications skills ● Generalized computer knowledge ● Ability and initiative, working with minimal supervision and direction ● Flexibility and ability to manage multiple tasks and work in a fast paced environment ● The ability to remain pleasant and calm even in stressful situations

Additional Requirements ● Must be a minimum of 18 years old ● Ability to lift a minimum of 50lbs ● Physical ability to walk and/or stand on your feet throughout a normal workday.

Applications can be picked up and returned to the Hobart Police Department located at 204 N. Lincoln.

The City of Hobart is and equal opportunity employer.