



Job Action Sheet: Kenneling

1. Work with registration to register pet and provide suitable accommodations for pet.
2. Create and enforce nightly "break" schedule for pets to stretch their legs and go potty. Provide litter boxes for those with cats or other box-trained pets, if applicable
3. Create meal bags for pets and coordinate feeding times with break schedule
4. Keep meal areas clean, allow for continuing access to water
5. Provide warming supplies for pets, ensure that they are cleaned and well maintained. Send to laundry when soiled or pet has checked out.
6. Provide leashing/harnessing supplies for use during pet breaks. Ensure that pets are not left off leash in shared break areas. Allow for solo break times for pets requiring special accommodations
7. Report any issues
 - a. Report any issues with client OR PET behavior to supervision via incident reporting forms
 - b. Report any emergency incidents on site to supervision via incident report forms
 - c. Report any damages or issues with facility to supervisor via facility report forms
8. Check-out pet after stay, note any damages to kennels or facility and document
9. Provide information on low-cost/free resources for pets in conjunction with identified community partners

Special Requirements

- De-escalation and response
- Basic First Aid and Blood Borne Pathogens training
- Ability to stand on hard floors for extended periods of time
- Ability to lift 20+ pounds
- Comfortable with a variety of pets

If there is an emergency or immediate health need with pet, report to supervision immediately so that resources can be identified and care can be provided as soon as possible. Do NOT provide pet care or treatment yourself, unless licensed and insured, and contracted by facility or county to do so.