

## **Kennel Supervisor**

### **Additional Job Description**

#### ***MAJOR DUTIES***

- Provide strong leadership and supervision to kennel technicians.
- Be fair and impartial to each employee in regards to scheduling and discipline.
- Develop and implement a routine priority system that will facilitate the standards set by the owner-doctor and practice administrator as they apply to the care of animals and maintenance of the building.
- Set standards of performance that must be met to effectively keep the kennel running smoothly.
- Develop a monthly work schedule and distribute to all kennel technicians. Be responsible for scheduling/covering any changes to the monthly work schedule.
- Assist the owner-doctor and practice administrator in developing methods that will enhance the morale of the kennel technician staff. Kennel technicians should feel that they are vital to the operation of this business and are appreciated.
- Provide instruction and training to kennel technicians.
- Mediate any interpersonal problems with the kennel technicians.
- Provide support and assistance in the area of discipline for all kennel technicians.
- Meet regularly with the owner-doctor and practice administrator to discuss any problems or improvements.
- Observe and report any repairs and maintenance to the practice administrator.