

Volunteer Position Description

Position: Kennel Hand

Department: Vet Clinic

Volunteers' Coordinator	
Name:	Rebecca Smith
Phone:	6287 8100
Email:	volunteers@rspca-act.org.au

Location: 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

Hours: 9.30am-12.30pm Monday-Friday

About the Position

The role of a Kennel Hand is to assist Vet Clinic with the continued maintenance of an organised and healthy environment for the various animals that enter the shelter.

Key Duties

- Restocking Consult and Prep Areas
- Cleaning/Disinfecting Equipment (i.e. litter trays/bowls/cages/animal carriers)
- General Cleaning/Tidying
- Washing & Laundry Tasks
- Surgical Kit Preparation (if required)

Skills & Qualities

- Strong organisation skills
- Positive and upbeat attitude;
- Willingness to take direction;
- Attention to Detail.

Benefits

- Assisting vet clinic;
- Team Engagement
- Participation in a worthwhile cause.

Induction and training

- RSPCA Volunteer Induction;
- Practical training module with a member of staff.

Additional requirements

- Uniform Compliance;
- Tetanus vaccinations up to date;
- Working with Vulnerable People Registration;
- Six month commitment to volunteering with the RSPCA.

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares for 4,000 companion and approx. 500 native animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

Kennel Hand – Task Analysis

The role of a kennel hand is physically demanding requiring a high degree of lifting, bending, squatting and reaching, including within small spaces. Occupants of these roles are on their feet for the entirety of their shift. Occupants must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Regularly	<ul style="list-style-type: none"> Bowls Carriers Litter trays Disposing of garbage bags
	2. Lifting 10kg +	Irregularly	<ul style="list-style-type: none"> Lifting bags of animal food and/or litter
	3. Bending	Regularly	<ul style="list-style-type: none"> Bending in and out of animal cages to clean, litter trays and other items
	4. Squatting	Regularly	<ul style="list-style-type: none"> Squatting to lift items in and out of animal cages
	5. Reaching	Regularly	<ul style="list-style-type: none"> Reaching to lift items in and out of animal cages
	6. Push/pull	Irregularly	<ul style="list-style-type: none"> Pushing or pulling garbage cart
Work Environment	7. Works indoors	Regularly	
	8. Works outdoors	Regularly	<ul style="list-style-type: none"> Carrier Cleaning Exposure to weather (sun, cold and rain)
	9. Exposure to chemicals	Regularly	<ul style="list-style-type: none"> Virkon
	10. Exposure to biological hazards	Irregularly	<ul style="list-style-type: none"> Zoonotic diseases
	11. Exposure to risk of animal scratches/bites	Regularly	
	12. Requirement to wear personal protective equipment (PPE)	Regularly	<ul style="list-style-type: none"> Gloves Virkon mask
	13. Exposure to psychosocial risks	Regularly	<ul style="list-style-type: none"> Euthanasia Sick or injured animals