



6451 Hannegan Road, Lynden, WA 98264  
(F) 360-306-5937  
(E) [roverstayover@live.com](mailto:roverstayover@live.com)  
[www.roverstayover.net](http://www.roverstayover.net)

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**JOB:** Kennel Assistant - \$9.19/hour

**REPORTS TO:** Sydney or Charmae Scheffer

**HOURS/SCHEDULE:**

Saturdays and Sundays, 8:30am – 4:30pm  
Other days and times as needed, including holidays

**SUMMARY:**

Kennel assistants at Rover Stay Over help care for dogs in the kennels and while exercising outside; they also provide top-notch, friendly service to our customers while taking reservations on the phone and checking pets in and out of the facility. Our kennel assistants may also help Rover's in-house groomer with a variety of tasks.

**QUALIFICATIONS:**

1. High school diploma, experience working or volunteering in a vet clinic or boarding facility desired; vet technician students are encouraged to apply.
2. Must have a true affection for all kinds of dogs including puppies, elderly and ill/injured.
3. A positive, friendly, can-do attitude is required; able to work together as a team.
4. Weekend availability and a somewhat flexible schedule that will accommodate the growing needs of our startup business (extra help is typically needed in the summer months and around major holidays).
5. Reliability – as a small family-operated business we will really be counting on you to be here on your scheduled days; must have reliable transportation.
6. Ability to follow directions, work without supervision, multi-task, and change gears quickly.
7. Knowledge of computer (scheduling software, email, data entry); special consideration given to those who may know the KennelSuite program.
8. Be able to safely lift at least 50 pounds.

**TASKS:**

1. Lead dogs to fenced play areas during planned exercise times – consult with Rover owner about appropriate play buddies; return them to their appropriate kennel space after play time.
2. Prepare food/feed dogs at scheduled times; make sure all water bowls are filled.
3. Keep individual kennel spaces and outdoor play areas clean and tidy – quickly clean up and dispose of accidents; use appropriate cleaning sprays and supplies.
4. Administer medications as needed/per description; record doses given in appropriate place.

5. Monitor each pet's general health, report any concerns (wounds, fleas, behavior, etc.) to Rover owner.
6. Answer the phone and greet our customers in a cheerful, friendly manner every time.
7. Check-in and check-out kennel guests; keep each dog's supplies (food/toys/bedding) organized and in place.
8. Assist customers wanting to book kennel stays and grooming appointments. Record new bookings/appointments on the appropriate schedules and calendars and notify other staff if necessary.
9. Accept cash and credit card payments from customers; accurately record payments per instructions.
10. Assist with laundry and dishes; sweep and mop floors as needed.
11. Help keep retail area clean and tidy; assist customers wishing to purchase retail items.
12. Lock/unlock facility as needed.
13. Other tasks as directed by Rover owners.

### **WORKING CONDITIONS, TOOLS, AND EQUIPMENT:**

This job is physically demanding and it can be noisy inside the kennel spaces at Rover Stay Over. Tasks assigned can involve kneeling, crawling, bending, pulling, throwing, and lifting. Those that apply should be physically able to handle these demands and others. The job may entail spending periods of time outside, year-round. Work areas can be slippery so caution needs to be taken when moving around the facility.

### **APPLICATION PROCESS:**

**No phone calls please.** Fax or email resume and cover letter to Rover Stay Over ASAP; position open until filled.