



## Job Description for Dog Carer

**Responsible to:** Board of Trustees  
**Line Managed by:** Head of Rescue & Rehoming.

**Objectives: In conjunction with other staff and volunteers;**

- ▶ Implement SDR's activities for the maximum benefit of the dogs in its care, in line with SDR's Constitution.
- ▶ Contribute to the overall aim of providing quality care for rescued and abandoned dogs and finding them suitable and loving homes whenever possible.
- ▶ Contribute to the welfare of the dogs at SDR, ensuring they receive the best possible care and that the kennels are kept clean and tidy at all times.
- ▶ Contribute to the efficient day-to-day running of SDR.
- ▶ Help maintain and increase the support for SDR's activities with the general public, potential donors, other animal welfare organisations and other stakeholders.
- ▶ Help implement and oversee initiatives as directed by management or the Board of Trustees.
- ▶ Act as an integral part of the SDR team of staff, management, Trustees, members and volunteers.
- ▶ You are required to assist in providing a 24 hour emergency cover service on a rota basis and during these periods you will be provided with overnight accommodation on site.

**Dog Welfare:**

Undertake all necessary dog welfare duties as directed by management to ensure SDR provides the highest possible standards of animal welfare at all times. This will include the following tasks but is not exhaustive:

1. Under management direction introduce potential adopters to available dogs or accompany them while viewing dogs in the public areas of the kennels.
2. Under management direction assist in the adoption process including direct liaison with potential adopters.
3. Prepare and collect dogs ready for the volunteer walkers.
4. Under management direction check-in dogs that are handed in.
5. Clean dogs' rooms on a daily basis.
6. Ensure all dog waste is removed and disposed off in accordance with SDR procedures.

7. Prepare and serve dog food and ensure water bowls are full at all times.
8. Wash and dry food bowls and store correctly.
9. Update dog records as required e.g. special diets, health & behavioural issues, medication required etc.
10. Wash and dry used blankets and towels. Store tidily and in the correct location.
11. Ensure all bedding, food, toys, equipment etc are stored correctly.
12. Exercise dogs regularly regardless of weather.
13. If qualified help micro-chip the dogs.
14. Under management supervision administer any medication required.
15. Wash and groom dogs as required.
16. Socialise and play with the dogs.
17. Assist management with the behavioural training, veterinary care etc as requested.

#### **General Duties/Customer Relations:**

18. Under management direction meet and greet the public as required.
19. Under management direction answer telephone calls, take messages etc as required.
20. Clean and scrub floors in all areas on a daily basis.
21. Clean windows in all public, staff and kennel areas on a regular basis.
22. Ensure all staff and public areas are kept clean and tidy.
23. Attend all meetings required by management.
24. Adhere to all Health & Safety regulations as directed by management.
25. Under management guidance ensure all operational procedures are followed.
26. In conjunction with management and other staff ensure seven-day cover.

#### **Marketing & Public Relations:**

1. When required assist with the running of dog related activities such as Open Days, Sponsored walks etc and other fund-raising/PR activities.
2. Under management direction assist with communications/meetings with the media, other animal organisations, the general public, donors etc to promote SDR to best advantage.
3. Promote SDR's cause at all times and take every opportunity to raise awareness and funds to further its' work.

Undertake any other tasks deemed necessary for the efficient running of SDR and the welfare of its' dogs as requested by management or the Board of Trustees.