

# TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728  
Toms River, NJ 08754  
732-341-1000



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**DEPARTMENT OF HUMAN RESOURCES**  
33 Washington Street  
Toms River, New Jersey 08754

**Telephone: 732-341-1000, ext. 8262**  
**Fax Number: 732-244-9883**

**January 3, 2016**  
**OPEN TO THE PUBLIC**

*Closing date – 4:30 pm January 13, 2017*

**TO: To All Departments**

**FROM: Daniel T. Mahony, Assistant Business Administrator**  
**Division of Human Resources**

**RE: KENNEL AIDE ~ Part-time Position**

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**This is to advise that a part-time position for Kennel Aide is now available in the Animal Facility. The Job Description and Qualifications are as follows:**

**JOB DESCRIPTION: (1) Part-time – Kennel Aide – Animal Facility**

**NOTE:** The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**JOB QUALIFICATIONS:**

- Ability to read, write legibly, and speaks English sufficiently to perform the duties required by this position.
- High School diploma or equivalent.
- Some degree to experience in the care and maintenance of animals.
- Ability to safely and effectively handle dogs and other animals.
- Ability to establish and maintain effective working relationships with other employees, supervisor and the general public.
- Ability to understand, remember and carry out written and oral instructions.
- Must be willing to work holidays and weekends.
- Valid New Jersey Driver's License.

- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself or to the other employees or the public.

**JOB FUNCTIONS AND DUTIES:**

- Responsible for cleaning and disinfecting run areas – inside and out.
- Bathrooms to be cleaned and disinfected.
- Dishes to be washed and sanitized.
- Blankets to be washed and sanitized.
- General maintenance around facility – inside and out.
- Janitorial services required.
- Must be able to complete work assignments.
- Feeding of animals.
- Kitchen area to be maintained in a clean and sanitary manner.
- Shed to be maintained and organized at all times.
- Performs other assignments at the direction of the employee's supervisor, as needed.

Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Department of Human Resources no later than 4:30 pm on Friday, January 13, 2017.

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**Position:** (1) Part-time  
**Hours:** 19 ½ hours per week  
(Wednesdays through and including Sundays)  
Average work day – 8 a.m. to 12 noon  
**Salary Range:** \$10.00 per hour  
**Account Number:** 911-101

**Applications must be filed no later than 4:30 pm on Friday, January 13, 2017.**  
**with the Department of Human Resources**  
33 Washington Street, Toms River, New Jersey, 08753  
**Mailing Address:**  
*Post Office Box 728, Toms River, New Jersey 08754-0728*