





Kennel Tech Advancement Path – Shady Acres Pet Ranch

Revised 11/2024

KT TRAINEE 3-Month Period	KENNEL TECH 1 5 Months or 600 Work Hours <i>*time is in this period*</i>	KENNEL TECH 2 4 Months or 400 Work Hours <i>*time is in this period*</i>	SENIOR KENNEL TECH 12 Months Before Eligible <i>*time is total employment period*</i>
 <ul style="list-style-type: none"> Shadows a KT 1 or KT 2 for a minimum of 2-4 weeks Can assist with getting leashed dogs in and out of groups Can assist with “Out Alones” Needs to shadow in play groups as much as possible Begin learning company Procedures and Policies Can assist with feedings under supervisions CAN NOT ADMINISTER PILLS OR MEDICATIONS OF ANY KIND CAN NOT MONITOR DOGS IN PLAYGROUP ALONE Complete PackPro Body Language Course (4 hours of content) Complete PackPro Group Management Course (3.5 hours of content) Work through and complete “New Employee Roadmap” – All Segments and Pass 30, 60, and 90-Day Assessment with Management Upon completion, the employee becomes a Kennel Tech 1 and is removed from probation status PAY INCREASE - Employee is added to the tip pool distributions (<i>usually \$.50 - \$1.00 per hour increase</i>) 	 <ul style="list-style-type: none"> Begins to learn Gingr Software Completes online learning of Bloat, Heat Stroke, Diabetes & Epilepsy Learns basic wound care and medical procedures / policies Learns proper bathing procedures Learns about e-collar use and rules regarding training dogs Employee should be fully capable of managing play groups in a safe, efficient manner. Employee should be able to efficiently manage their section with few daily errors. Employee should be able to understand all task lists and daily timelines and protocols. Employee should be able to show that they are aware of all policies and do not require frequent coaching and/or correction of known policies. Upon completion of ALL requirements and quizzes, the employee advances to the Kennel Tech 2 position at the 5-Month time frame OR after 600 hours of work time Completes SAPR Final Dog Behavior & Group Management Test A PAY INCREASE is merited and will be determined by Management 	 <ul style="list-style-type: none"> Reads the “Customer Service Manual” and passes quiz Reads the “Emergency Manual” and passes quiz Reads the “21 Irrefutable Laws of Leadership” PDF Write a 1-page essay on 5 “Leadership Laws” you most identify with and why Upon completion of ALL items, the employee become <i>eligible</i> for promotion to Senior Kennel Tech. 	 <ul style="list-style-type: none"> Promotion to Senior Kennel Tech is based on Management’s assessment of Employee’s ability and skill to manage, direct, and lead other employees. This will not be an automatic promotion. Senior Kennel Tech carries supervisory authority to Kennel Techs underneath them and any employee in this position MUST meet the traits required. If promoted to Senior Kennel Tech, a pay increase is merited and will be determined by Management If employee is moved forward into the Senior Kennel Tech position, then the employee must complete the Leadership REVolution™ Online Academy courses of: Leadership 101 – The Foundation Leadership 201 – Principles in Action The above course MUST be completed within the first 3 months of being a Senior Kennel Tech. Failure to complete will result in being placed as a KT 2.