



PEACEFUL PET SITTERS™

We Love Your Pets Like Our Family

Job Description

Job Title: Pet Care Associate-Dog Walker

Reports To: Owners

FLSA Classification: Non-Exempt

Job Summary:

Pet Care Associates travel to client residences to provide pet care and home care services. Associates are responsible for walking dogs to provide exercise, training, enrichment and mental stimulation for clients dogs. Pet Care Associates work independently and are responsible for checking and following assigned schedules. Pet Care Associates must maintain high degree of confidentiality. **Must be available to work Monday - Friday 10:00am - 3:00pm and some weekends. Shifts are determined by current reservations. Expect to work all HOLIDAYS.**

Minimum Qualifications:

Positive attitude, willingness to learn and be coached
Minimum of 1 year of experience working closely with animals is required
High School Diploma/GED
Associates Degree, Veterinary Technician certificate a plus
Valid Driver's License and Vehicle Insurance
Access to reliable transportation
Customer service and/or hospitality experience a plus

Knowledge and Skills:

Positive reinforcement training techniques
Ability to work independently and multi-task
Strong Oral and Written Communication Skills are a must

Excellent observational skills

Ability to learn and use new software and Smart Phone technology

Ability to administer medications and/or insulin shots is required

Knowledge of and ability to recognize and report acute physical ailments of pets

Essential Responsibilities:

- Flexible and available to work week days, some weekend hours as well as HOLIDAYS
- Arriving at client locations on time and working scheduled hours
- Responsible for following all policies and procedures of Peaceful Pet Sitters, LLC
- Demonstrating a willingness and ability to learn about pet behavior and communicating related observations effectively to management/owners and clients
- Responsible for services such as, walking dogs, cleaning messes made by pet care associate or the pets (pet or care taker accidents, litter area, etc.)
- Some pet sitting responsibilities
- Performing new client consultations
- Ability to refer to existing client notes when needed to fill in for other Pet Care Associates
- Ability to learn and use Pet Sitting Software as per procedures learned in training
- Willingness and ability to leave detailed notes inclusive of photos to each owner upon request
- Pet Care Associates are responsible for maintaining keys to clients' homes
- Ability to respond appropriately and calmly to animal behavior including aggressive, scared or timid behavior

Additional Responsibilities:

- Responsible for care and use of company issued smart phone treat bag, treats, leash, Business cards, poop pick up bags and dispensers
- Communicating client comments and suggestions to management/owners
- Reporting any issues to management/owners immediately
- Additional duties as assigned, by management/owners

Physical Requirements:

- Ability to lift, carry and otherwise move up to 50 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, for up to periods of an hour, and up to a cumulative 5 to 6 hours, and walk for various lengths of time of up to 2 hours throughout the day, in various weather

- Ability to frequently use hands for simple grasping, fine manipulation, pushing or pulling
- Ability to operate Smart Phone as needed
- Pet Care Associates are subject to walking in wind, cold, light snow or rain with animals and other safe moderately inclement weather if appointments are not cancelled due to inclement weather
- Ability to see, and hear in order to be aware of environment and respond to pet needs
- Ability to withstand loud noises such as, barking and other pet and outdoor sounds

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Employee Acknowledgement:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Peaceful Pet Sitters, LLC may change the specific job duties with or without prior notice based on the needs of the organization.

Employee Signature

Date