



# PEACEFUL PET SITTERS™

We Love Your Pets Like Our Family

## Job Description

**Job Title: Pet Care Associate-Pet Sitter**

**Reports To: Owners**

**FLSA Classification: Non-Exempt**

### Job Summary:

Pet Care Associates travel to clients residences to provide pet care and In-home pet care services. Associates are responsible for caring for various types of animals such as but not limited to, cats, dogs, birds, small animals, farm animals, reptiles, and fish. 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 Thursday-Monday for split shifts 7:00am-11:00am, 12:00pm-2pm, and 4:00pm – 9:00pm. 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 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 or hospitality experience a plus

### Knowledge and Skills:

Ability to work independently and to 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 evening and 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.)
- Must provide enriching activities including but not limited to, interaction, walking, play for pets, providing fresh food and water, scooping and disposing kitty litter, and administering medications and/or insulin shots as needed
- Responsible for home care services as requested such as but not limited to, mail and newspaper retrieval, watering plants, altering window coverings and lights, placing trash and recycling receptacle on street for pick up on specified day, and identifying problems or issues with the home and reporting them to management
- Performing new client consultations
- Ability to refer to existing client notes when needed to fill in for other Pet Care Associates
- Must be willing and able to spend required time at each job site to perform all required duties
- Ability to learn and use Pet Sitting Software as per procedures learned in training
- Willingness and ability to leave detailed notes inclusive of photos and/or videos to each owner upon request
- Pet Care Associates are responsible for maintaining keys for 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 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 in a timely manner

- 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.

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Employee Signature

Date