

## **Position Summary**

Pet Sitter position is for the care of assigned animals, and homes. You will feed, water, medicate, groom, bathe, exercise, or otherwise provide care to promote and maintain the well-being of pets and other animals in their care as well as look after the client's home like it's yours.

### **Overnight: Part-Time**

Hours of Availability: 6pm - 6am

**Pay:** \$75 - \$115 per night (additional pay provided per pet. Will vary depending on number of pets per home, per booking)

### **Day Visits & Dog Walks: Part-Time**

**Hours of Availability:** 7am - 9pm (Depending on booking hours will vary)

**Pay:** \$25 per hour (additional pay provided per pet. Will vary depending on number of pets per home, per booking)

## **Essential Duties and Responsibilities For Pet Sitters**

The essential functions include, but are not limited to the following:

### **Pet Sitter:**

- Stay overnight in the client's home with their pets (if overnight/Live-in pet sitter)
- Drop into homes and care for pets
- Provide food, water, and medication as directed.
- Basic grooming as needed (i.e. brushing).
- Walk and/or exercise pet outdoors, regardless of weather conditions (unless deemed unsafe by company or local government authorities).
- Play with and/or exercise pet indoors
- Clean pet supplies and pens as needed.
- Clean up after the pet, whether food, water, or potty accident.
- Clean pet before reentering a home from a walk, if animal is dirty or wet.

- Keep detailed records of pet care in the company's mobile app (Time To Pet)
- Watch for and communicate about unusual behavior, and arrange medical care when necessary.
- Report dangerous conditions immediately.
- Assist in arranging pet service schedules, when necessary.
- General care of home, such as watering plants, bringing in mail and packages, overseeing other service providers such as house cleaners, lawn care or pest control and other similar tasks.
- Ensure pet owners' homes are secure.
- Perform additional grooming services, i.e. nail trimming, after completion of additional training.
- Performing other duties as assigned.

**Minimum Qualifications (Knowledge, Skills, and Abilities)**

- At least 1 year pet care related experience.
- Must be 18 or older.
- Familiarity with various pet care equipment and harnesses.
- Critical thinking skills to assess situations for safety.
- Ability in dealing directly with clients, providing high quality customer service.
- Must be able to communicate with clients directly through company app.
- Must have reliable transportation, to arrive on time to client appointments, as travel to and between client is required.
- Must have access to a smart mobile device while providing services, that can run the company's mobile app and be updated in real time.
- Ability to be outdoors for extended periods of time in various weather conditions.
- Ability to climb multiple flights of stairs.
- Excellent communication skills.

- Must be able to log into company's social media and post to stories
- Must stay with the company for 1 year if you wish to become certified or accredited.
- Must have availability for bookings. **NOTE: Limitations such as only being available on weekends, not available on holidays and only being willing to handle certain sizes of pets or certain species of pets will disqualify you as a Dog Walker or Pet Sitter. You MUST be able to handle all sizes and species of pets and be available on Holidays.**
- Must be available on weekends and holidays.
- Must be able to pass a 7yr background check

### **Additional Qualifications**

None of the following are a requirement to apply but they're preferred if you have them. If you

don't have any of these qualifications we will provide certifications after six months of being

with our company.

- Fear Free Certification, preferred
- Pet Training Certification, preferred
- Pet First Aid, preferred
- Grooming, training or vet tech or any other animal-related education, optional
- Pet Association membership, optional

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to talk or hear.

The employee is regularly required to stand, walk, sit, crouch; and reach with hands and arms.

The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls.

The employee must occasionally lift and/or move up to 50 pounds or handle large pets.

The employee must be able to tolerate various weather conditions, and be able to ascend and

descend up to 4 flights of stairs.

The employee must be able to see and drive in various weather conditions.

Specific vision abilities required by this position include close vision, distance vision, and the

ability to adjust focus.

The noise level in the work environment is usually low to moderate.

#### Confidentiality

All information, written or unwritten, including that retained in electronic format, of company

operations and client information are considered proprietary information and is confidential.

Any unauthorized disclosure of such information by any means, including electronic transmission, may result in termination for cause as well as any further remedies provided by

law.

#### **Note:**

This job description in no way states or implies that these are the only duties to be performed

by the employee(s) incumbent in this position. Employees will be required to follow any other

job-related instructions and to perform any other job-related duties requested by any person

authorized to give instructions or assignments. All duties and responsibilities are essential

functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will

possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health

or safety of themselves or others. The requirements listed in this document are the minimum

levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an Equal Opportunity Employer, drug free workplace