# Job Description

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| Position Title | Department | Reports to |
| Pet Sitter & Dog Walker | Pet Services | Owner |
| Employment Status | FLSA Status | Effective Date |
| [ ]  Full-Time [x]  Part-Time[x]  Hourly [ ]  Salary [x]  Regular [ ]  Temporary | [x]  Non-Exempt [ ]  Exempt | N/A |

## Position Summary

The Pet Sitter & Dog Walker position is responsible for the care of assigned animals, and 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.

## Essential Duties and Responsibilities

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

* 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 toileting 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.
* 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, 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.
* Familiarity with various pet care equipment and harnesses.
* Critical thinking skills to assess situations for safety.
* Demonstrated ability in dealing directly with clients, providing high quality customer service.
* 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.

## Additional Qualifications

* Fear Free Certification, preferred
* Pet First Aid, preferred
* Pet Association membership, optional
* Animal-related education, 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 frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is regularly required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to tolerate various weather conditions, and be able to ascend and defense up to 4 flights of stairs. 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, and complies with ADA regulations as applicable.