

At Home, With Love Pet Sitting

Job Description – Part-Time Pet Sitter

Our Mission Statement:

We are a small team of pet sitting professionals who are committed to the safety, health, and happiness of the pets in our care, and the peace of mind of our clients.

We know how hard it is to find quality pet care, and we take the responsibility very seriously.

The respect and trust of our clients is something that is earned. Our aim is to consistently meet and exceed their expectations and provide the highest quality pet care in the industry.

Essential Job Functions

Transportation	Must have valid driver's license and reliable transportation. Ability to navigate efficiently and safely using GPS or a maps app is expected. Must be able to reach addresses within the assigned region in 30 minutes or less.
Dog walking	Requires skills sufficient to successfully and safely walk dogs in public places. Must demonstrate a high level of awareness of surroundings, including avoidance of other dogs. Must be able to restrain and control dogs of any size on leash. Knowledge of effective dog-walking techniques, such as short lead control, must be demonstrated.
Pet First Aid	Must be willing to undergo pet first aid/CPR training if provided by the company. Must demonstrate ability to react calmly and appropriately in an emergency.
In-Home Pet Sitting – Dogs, Cats, Caged Pets & Birds	Must be willing and able to provide care to dogs of various sizes and breeds, and to cats (with and without claws). Must have ability and skills to provide the following services offered by our company to clients in their homes: watering plants, opening/closing blinds, feeding animals per instructions, entering and leaving home securely, monitoring pets for health issues, interacting with pets, following clients' instructions and adhering to all company standards as stated in our operating procedures.
Reporting & Documentation	Complete all necessary reporting and documentation per company standards for both internal and client purposes. Must learn and correctly utilize pet sitter software.
Animal Behavior	Must understand basic pet behavior and demonstrate ability to manage pets safely and effectively. Requires ability to identify the signs of aggression, stress, pain and fear.
Technology	Must be able to use a smartphone and computer successfully (relating to documentation and accessing/viewing sitter schedule).
Client Relations	Excellent interpersonal and pet care skills with clients are expected. Maintaining high customer satisfaction ratings is expected and will be measured by client assessments for each assignment. Must communicate clearly and be able to verify that messages are received. Ability to establish trust and rapport is key.
Hospitality	Must show ability and willingness to go the extra mile when caring for a client's home -

	seemingly small things go a long way in client satisfaction.
Teamwork <i>and</i> Independence	<p>Must work well as part of a team in addition to working well independently. Job requires flexibility to accommodate schedule and assignment changes and support team members.</p> <p>Job also requires skills to work, make decisions, and solve problems independently while out on assignments. Must demonstrate ability to effectively read instructions and plan ahead (obtain and return keys as needed).</p>
Attendance	<p>Failure to fulfill an assignment without arranging backup could result in injury/severe illness to a pet and lost clientele. Must be dependable and punctual for assignments.</p> <p>Evening, holiday, and weekend work required. Sitters are required to contribute to the required holiday shifts listed below. Not all of the listed holiday shifts are assigned to one sitter – they are divided evenly among the team. Specific holiday scheduling will be discussed with candidate during interview and candidate will be assigned their required shifts.</p> <p>Required holiday shifts: the day before Thanksgiving (evening), Thanksgiving Day, Black Friday/Thanksgiving weekend, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day (morning). This list is the minimum and not necessarily comprehensive. List is subject to change in accordance with demand. Other holiday shifts may be requested and sitters are expected to accommodate them to the best of their ability.</p>
Tortoises / Birds / Fish / Other Exotics	Ability to accept exotic pet assignments is required.
Overnight Stays	Ability to do overnight stays with pets in clients’ homes (9 hour stays) is required.
<u>Non-Essential Functions</u>	
Medications (Pills)	Upon hiring, ability to administer medications to pets in the form of pills when needed is desirable but not required. If applicant is not able to administer medications, training will be provided, as this is a required function of the role.
Medications (Injections)	Upon hiring, ability to administer medications to pets in the form of injections when needed is desirable but not required. If applicant is not able to administer injections, training will be provided, as this is a required function of the role.
<u>Education/Training/Experience Required</u>	
High School Diploma required. Experience caring for pets required. Job experience or education related to animal care is preferred.	
<u>Physical Requirements to Perform Essential Job Functions</u>	

Must be able to reach addresses within the assigned region in 30 minutes or less. Must be able to lift up to 60 lbs. and be capable of controlling/manipulating dogs of any size. Must be able to visually inspect pets in your care. Walking and standing for several hours a day is required, including exposure to outdoor elements (sun, heat, rain, snow, wind, etc.). Driving multiple times per day is required. Lifting/loading animals into vehicles may be required in an emergency. Must be able to detect animal noises, such as distress whining. The ability to assess situations accurately and respond quickly is needed. This work environment requires that an employee have no barriers or aversions to touching, smelling or being in close proximity with animals, including sensitivity to pet dander, feathers, urine, feces or any other animal feature.

Employment Terms

This position is for a minimum of 6 months after hire. This provides a level of consistency for our animals and for our clients. At least 1 month's notice is required before departure from the company. This will provide us with adequate time to find quality care for any animals on your schedule. It will also allow us time to train new team members if needed. This is especially important during our busiest seasons. Departure from the company is not permitted from Memorial Day-Labor Day or November 1-December 31. Notice may be given during those time periods, but the departure cannot take place until the defined busy season has ended. If notice is given just before one of the defined busy periods, it must be at least 1 month before the first date of the period.