



# Pet Specialist Job Description

## Woof'n Purr LLC

### JOB DESCRIPTION

#### Summary/Objective

The pet specialist position is responsible for travelling to client homes to provide in-home pet care and house-sitting services in accordance with Woof'n Purr LLC service policies. This position focuses on reducing pet owners' stress by keeping the client's individual routine going so pets stay relaxed, happy and healthy in their own home environment.

#### Duties

- Walk dogs
- Provide yard exercise
- Feed pets
- Refill water
- Administer medication
- Provide social time
- Communicate with clients through journal notes and texting
- Scoop litter boxes
- Clean outdoor waste
- Light cleaning of pet areas
- Bring in mail/newspapers/packages
- Alternate lights/curtains
- Water plants
- Put trash/recycling to the curb
- Review client premises for issues

#### Essential Functions

Use of pet equipment such as harnesses, collars, leashes, etc. with ability to judge proper fit and integrity.

Follow detailed client instructions for use of home security such as alarm systems and door locks.

Ability to prioritize and manage work assignments in a given time frame.

Use of client home facilities such as bathrooms, sinks and small appliances utilized within the function of the job with proper shut off and ability to recognize functional problems.

Maintain good hand washing, sanitization spraying (if necessary) and hygiene practices between clients.

Appropriate communication with clients with professionally worded, spelling and grammar error free, written notes, email and text messages.

**Competencies**

Knowledge of pet handling and care  
Interpersonal skills  
Initiative to take control while working independently  
Demonstrates concern for satisfying external customers

**Supervisory Responsibility**

None

**Work Environment**

This job operates within clients' homes and in neighborhood outdoor settings. This role is routinely exposed to pets of all types, pet bedding, pet waste, pet food and pet medication. In addition to outdoor environments such as grass, trees, snow, rain and sun. This position is routinely exposed to internal and external security cameras on client property.

**Physical Demands**

The physical demands described here are representative of those that must be met by a candidate to successfully perform the essential functions of this job.

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching and crawling all day. At times the candidate will be required to walk on uneven pavement, snow and ice covered walkways and go up and down multiple flights of stairs. The candidate must be able to lift and/or move up to 60 pounds and be able to walk continuously for a minimum of 40 minutes.

**Position Type and Expected Hours of Work**

This is a part-time position: Hours of work and days vary pending client needs. Hours can range from five hours per week to 25 hours per week. Candidates must be available to work major and minor holidays as well as weekends on a consistent basis.

**Travel**

This job requires 100% local auto travel. Candidates will travel to clients' homes to perform work. All efforts will be made to keep travel within eight (8) miles or less from candidate's home address. However, some additional travel may be required.

**Preferred Education and Experience**

High school diploma or equivalent  
At least 5 years of pet ownership and/or pet care experience  
At least 3 years of customer service experience

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the candidate for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Classification**

Part time non-exempt

**Salary**

Annual salary ranges from \$4,000 to \$14,000

**Reports to**  
Business Owner

**Requirements**  
Reliable transportation  
Valid driver's license  
Up to date automobile insurance  
Smart phone with internet access

**Date Last Modified**  
9/2/2017

**Signatures**

I have read the description of the Pet Specialist position including duties and essential functions.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_