

## **JOB DESCRIPTION**

**POSITION TITLE:** PET CARE ASSISTANT

**REPORTS TO:** HOUSE MANAGER

**DEPARTMENT:** RESIDENTIAL SUPPORT SERVICES

**HOURS OF WORK:** FLEXIBLE HOURS / SUNDAY TO SATURDAY

**ISSUE DATE:** JANUARY 14, 2013

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### **JOB PURPOSE / OBJECTIVES**

Perform basic pet care services primarily to take care of the cats in the personal residence of the CEO as required to allow him to free up his time to develop the business. You may choose to also hold other positions and / or to assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. They may also choose to support management using other existing skills and abilities and / or to learn and implement new processes and develop additional skills.

### **Key Responsibilities Listed in Order of Importance**

#### **Activity 1: Maintain Litter Boxes**

- Scoop Out Litter Box, Top Up Litter Box, Empty Litter Box, Clean Litter Box
- Update the House Manager when replacement litter is low or when the garbage needs to be emptied
- Dust Mop and Vacuum litter that is tracked on the floors as required

#### **Activity 2: General Pet Support**

- Assist with feeding the cats and keeping the water dishes fresh
- Clean up after the pets if they leave messes
- Visit with the pets and interact with them
- Clip the nails as required and groom the pets as required
- Assist the owner in taking the pets to the vet as required

#### **Activity 3: Other Duties**

- Keep the bird feeder filled and the bird bath fresh as required
- Support the needs of dogs when and if they are introduced into the house

### EDUCATION AND EXPERIENCE

While no formal education is required, the incumbent must have a strong work ethic and show demonstrated competence in the field. Compassion for the animals, cleanliness pride in workmanship, attention to detail and care in the job are a must. They must be trained and approved before they are allowed to clip the nails of the animals.

### PHYSICAL CAPABILITIES

Must be able to perform light lifting of 60 pounds. Independent mobility and the ability to ascend and descent a flight of stairs is a requirement.

### OTHER DETAILS

You will need to be able to work independently. Accurate and Timely Time Sheets and Record Keeping are a must. Attention to detail is a must.

This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

**Note:** This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.