



LAKEWOOD RANCH PET CARE

Job Description – Pet Sitting Associate

Essential Job Functions

- **Driving** – Must have valid driver's license. Must be able to navigate efficiently and utilize smartphone map app. Must be able to reach addresses within the service area within 10 minutes.
- **Technology, Reporting & Documentation** – Must be able to use a smartphone and computer successfully. Complete all necessary reporting and documentation per company standards for both internal and client purposes. Must learn and correctly utilize pet sitter software (Time To Pet).
- **Teamwork** – Must work well in team environment as well as independently. Job requires flexibility to accommodate schedule and assignment changes and support team members.
- **Attendance** – Failure to fulfill an assignment without arranging backup could result in injury to a pet and lost clientele. Must be dependable and punctual for assignments. Holiday, evening, and weekend work required.
- **Dog Walking** – Requires skills sufficient to successfully walk dogs in public areas. Must be able to restrain and control dogs up to 120 pounds on leads. Knowledge of effective dog walking techniques, such as short lead control, must be demonstrated.
- **In-Home Pet Sitting – Dogs, Cats, Caged Pets & Birds** – 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.
- **Pet First Aid** – Must successfully complete Pet First Aid course within 30 days of hiring, and keep skills current. Must demonstrate ability to react calmly and appropriately in an emergency. LWRPC will reimburse team member for the cost of course.
- **Pet Management** – 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.
- **Client Relations** – Excellent interpersonal and pet care skills with clients are expected. Maintaining high customer satisfaction ratings is expected and will be measure by client assessments for each assignment. Must communicate clearly. Ability to establish trust and rapport is key.