Pet 'N Play- Your Personal Pet Sitters

Pet Sitting Qualifications/Guidelines/Job Descriptions

You may have the opportunity to work with Pet 'N Play- Your Personal Pet Sitters. We are excited to have you helping us to care for pets in the Ann Arbor and surrounding areas. We provide an excellent and reputable service, and expect nothing less of you as an employee. We want to make sure that our employees are fully aware of what this job entails. The following are some general qualifications and guidelines that must be followed as a professional pet-sitter for Pet 'N Play.

MISSION STATEMENT

Happy, healthy pets are our number one priority! We will provide an opportunity for caring and responsible people to care for the pets of others and provide professional, compassionate and reliable, personal service that is the trademark of Pet 'N Play.

QUALIFICATIONS

1. You must LOVE animals of all kinds and have pets of your own.
2. You must be at least 18 years of age and be physically fit.
3. You must be willing to submit to a background check.
4. You must be willing to take and pass the Red Cross Pet First Aid Certification course. (Course will be paid for by Pet 'N Play)
5. You must be willing to undergo any and all training as deemed necessary by Pet 'N Play at all stages of your employment.
6. You must be reliable and responsible, placing the care of each pet equal to that of your own family.
7. You must be gentle, calm, loving, affectionate and playful around the animals.
8. You must be honest, detail-oriented, kind, courteous, and have the ability to work independently.
9. You must be able to write well, communicate easily, and be able to follow directions.
10. You must be able to think on your feet and make decisions quickly when it comes to dealing with unexpected problems/situations that may arise during a visit.
11. You must be able to work outside in all types of weather including rain, snow, extreme heat and cold.
12. You must have your own reliable, insured transportation, know the Ann Arbor area, or have access to a GPS or similar instrument for directions.
13. You must be willing to drive 20-60 miles per day, more or less, depending on the number of jobs and distance between jobs.
14. You must have a reliable cell phone and daily internet/email access.
15. You must be willing to work because of your love of animals, and not just money!

GUIDELINES

1. You must show up when you are scheduled to visit. If you ever cannot make an appointment, you must contact Pet 'N Play immediately. If you completely miss a visit, it will be grounds for termination.
2. You agree to be paid per job, not on an hourly basis. Mileage may be paid in addition.
3. You must accurately document all visit activities on the Visit Journal and Daily Visit Log.
4. You must not be distracted when visiting with the pets. Hold phone calls to a minimum, and only if absolutely necessary. You may not bring visitors (humans or pets!) to any appointment.
5. You must respect the homes of our clients as if a castle. If you break or damage anything, you must report it immediately to Pet 'N Play. You must clean up all messes related to the pet (breakage, spills, accidents, etc.)
6. If you open a door or gate, turn on a light, etc., remember to shut the door or turn off the light. Be sure to be aware of how you found the home, and leave it in the same exact way. Use common sense when walking through a home without removing your shoes.
7. You must be organized. You need to document activities, leave notes, keep up with keys, and lock doors. You must have a system that works for you to remember all that needs to be done during a visit. Pet 'N Play forms will assist you with this.
8. You must keep all keys and client files in a safe, secure location. A lockbox will be provided for your home for the keys. You must store keys and files separately and **never leave them in your car** - take only the keys and files needed for that day.
9. You must keep all client and Pet 'N Play company information confidential.
10. You may not work for another pet-sitting company, or solicit your services independently of Pet 'N Play, while employed by Pet 'N Play.
11. You must have your own cell phone, as well as your own dependable, insured transportation to and from appointments (you cannot be dropped off and picked up by someone).
12. You must call Pet 'N Play to report anything out of the ordinary during a visit (accidents, spills, breakage, etc.)
13. You must call or text Pet 'N Play at the beginning and end of each day to go over that day's appointments.
14. You must be safe. Do not ever enter an area that you do not feel safe. Please contact Pet 'N Play if there is any suspicion at all about the safety of the visit location. You must contact the police first if you feel any immediate danger.
15. You must communicate with Pet 'N Play immediately if anything about the pet (s) does not seem well. Do not contact the owner directly unless you cannot reach Pet 'N Play. If you cannot reach Pet 'N Play and the pet is in immediate need, please contact the pet's owner and take the appropriate action (i.e. call or take the pet to the veterinarian). Do not ever leave the home feeling that something is amiss, and without reporting it to someone.

JOB DESCRIPTIONS/DUTIES

You may be required to perform any and all of the following duties necessary to keep our client's pets happy and healthy, and to provide the standard of care expected of Pet 'N Play. If you are unable or uncomfortable in performing any of them, you will not necessarily be ineligible for employment, but you must notify us prior to accepting a possible job offer.

Dogs: Duties may include walking 1 or more dogs for thirty minutes or longer at a fast pace; picking up and disposing of pet waste (bags will be provided by Pet 'N Play); feeding; administering medication; brushing, petting, playing and giving lots of attention; cleaning up accidents.

Cats: Duties may include feeding; administering medication, cleaning/changing litter boxes; brushing, petting, playing and giving lots of attention; cleaning up accidents.

Other Small Pets: Duties may include feeding, cleaning, or anything else to keep them happy and healthy.

Home Care: Duties may include bringing in mail, newspaper, and other deliveries; taking out/bringing in garbage and recycling; watering plants/lawn; and other duties as necessary or requested.

Overnight Pet Sitting: Overnight care of pets and homes would require a minimum of 10 hours (10-12 hours typical) staying at a clients home, and would include the same duties as pet and home care. This would also require you to clean up after yourself every day, leaving the home as you found it. And you must provide your own bedding (sheets, blankets or sleeping bag) and food.

Pet Taxi and Personal Errands: **Please note if you are hired for these positions you may be required to obtain a chauffeur license.** Duties may include driving pets to and from appointments, and other duties as necessary or requested.

By signing below, and if hired, you agree to abide by all requirements and guidelines as set forth by Pet 'N Play. You also agree that you are able and willing to fulfill all of the job duties as listed above.

Applicant's Signature _____ Date _____