

Joyful Paws Hotel and Daycare

PET ATTENDANT JOB DESCRIPTION

General Purpose

Pet Attendant provides professional animal care services and care for pets in the absence of their owners. Performs work related to the routine cleaning, grooming and care of animals, as well as receptionist duties. Attendant takes immediate and appropriate action to emergency that may arise at any time while on the job.

Major Duties and Responsibilities

- Provides cares for dogs and cats staying in daycare or overnight at the pet facility.
- Clean kennels, dishes, play areas, cat areas, office and receptionist duties
- Feed and administer medication to animals
- Grooming duties: Bathes, nail trimming, anal gland expression, teeth brushing, and ear cleaning
- Assist conducting temperament test
- Watch and manage large groups of dogs
- Be able to identify canine or feline body language and behaviorism
- Walk dogs in a calm and controlled manner to and from receptionist area
- Takes immediate and appropriate action to emergency that may arise.
- Calls and informs management in an emergency or upon the injury of a pet client or staff member.
- Take pet photos that are in focus and of the animal's faces
- May perform other tasks as directed by supervisors or managers.

Knowledge, Skills, and Abilities

- Knowledge of general care of animals.
- Ability to learn through on-the-job training or volunteer programs that provide a basic understanding of animal care and handling.
- Ability to be well organized and good at prioritizing tasks such as keeping inventory and customer service related tasks.
- Ability to communicate well.
- Problem solving skills
- Ability to be a team player
- May require kennel workers to have a valid driver's license, clean driving record and background check.

Education and Training

- No formal education beyond high school is required.
- Training in dog and/or cat care is a plus.
- Training in dog and/or cat psychology is a plus.
- Training in animal health care and grooming is a plus.