



*"We are your personal in-home concierge"*

## **JOB DESCRIPTION – SMALL PET CARE**

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 Triangle Elite Care Services (TECS). 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 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 client); 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 client's 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 TECS. You also agree that you are able and willing to fulfill all of the job duties as listed above.

Applicant's Signature: \_\_\_\_\_

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