

Cat Sitting Qualifications/Guidelines

You may have the opportunity to work with Tailored Pet Services (TPS). We are excited to have you helping us to care for pets in the Snohomish County 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 TPS.

MISSION STATEMENT

TAILored Pet Services number one priority is our clients' peace of mind. While they are away, they can rest assured that their tailed friends receive quality care in the comfort of their home. We accomplish this with unparalleled customer service that is reliable, resourceful and responsive

QUALIFICATIONS

- LOVE animals of all kinds and have/had pets of your own.
- At least 18 years of age and be physically able to perform the job duties.
- Agree to submit to a background check.
- Flexible and available to work weekend hours as well as HOLIDAYS
- Must be able to drive in all kinds of weather conditions
- Willingness to work a fluctuating schedule (you go to work when clients are on vacation)
- Follow all TPS policies and procedures and client written directions
- Must be comfortable around all types/sizes/breeds of cats plus any other pets in client's home
- Prepared to take and pass the Pet First Aid Certification course. (Course will be paid for by TPS)
- Undergo any and all training as deemed necessary by TPS at all stages of your employment.
- Reliable and responsible, placing the care of each pet equal to that of your own family.
- Gentle, calm, loving, affectionate and playful around the animals.
- Honest, detail-oriented, kind, courteous, and have the ability to work independently.
- Write well, communicate easily, and be able to follow directions.
- Think on your feet and make decisions quickly when it comes to dealing with unexpected problems/situations that may arise during a visit.
- Own reliable, insured transportation, know the Snohomish County area and prepared to drive 20-60 miles per day, more or less, depending on the number of jobs and distance between jobs.
- Own reliable cell phone and daily internet/email access.
- Eager to work because of your love of animals, and not just money!

PHYSICAL ABILITY REQUIREMENTS:

- Ability to sit for prolonged periods of time, including as a driver or passenger in an automobile.
- Ability to care for pets which may include sitting, standing, bending, kneeling, reaching, pushing, pulling for up to periods of an hour walk plus handling a 25 pound animal
- Ability to see, smell and hear in order to be aware of environment and respond to pet needs
- Ability to frequently use hands for simple grasping, fine manipulation, pushing or pulling

GUIDELINES

- Communicate with clients, schedule appointments and conduct consultations for new clients
- Ensure security of client homes when visiting and respect the homes of our clients as if a castle. If you break or damage anything, you must report it immediately to TPS.
- Understand special requests and conditions for each cat and give each one love and attention
- Take photos/videos of the cats (so human clients can see how they are doing)
- Remove feces and urine from litter box, sweep/vacuum around the outside. Clean up all messes related to the pet (breakage, spills, accidents, etc.)
- Refresh water, administer medication, and give treats
- Home care duties which may include bringing in mail/newspaper/deliveries; taking out/bringing in garbage and recycling; watering plants/lawn; and other duties as necessary or requested.
- Show up when you are scheduled to visit. If you ever cannot make an appointment, you must contact TPS immediately. If you completely miss a visit, it will be grounds for termination.
- Accurately document all visit activities on the Daily Visit Log.
- Attentive when visiting with the pets. Phone calls/texts permitted to client you are servicing and only if absolutely necessary.
- No visitors (humans or pets!) are allowed to accompany you to any appointment.
- 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.
- Being organized is crucial. Required to manage your own schedule via phone, email and text message. Also, you will 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. TPS forms will assist you with this.
- Keep all keys and client files in a safe, secure location. You must store keys and files separately and never leave them in your car – take only the keys and files needed for that day.
- Must be honest, dependable and trustworthy and keep all client and TPS company information confidential.
- Not allowed to work for another pet-sitting company, or solicit your services independently of TPS, while employed by TPS.
- Own cell phone and dependable/insured transportation so you can go to and from appointments (you cannot be dropped off and picked up by someone).
- Contact TPS immediately to report anything out of the ordinary during a visit (accidents, spills, breakage, etc.)
- Safety is a top priority. Do not ever enter an area that you do not feel safe. Please contact TPS 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.
- Communicate with TPS immediately if anything about the pet(s) does not seem well. If you cannot reach TPS 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—reporting it to TPS and/or client.

Signature

Date



***** Due to the bonding that occurs between sitter/pets and owner/sitter we ask for at least a one year commitment to work with TAILored Pet Services on a continual basis. This does not mean that you must agree to every job that we request, but it does mean that you are willing to commit to working with us on an ongoing basis for one year. *****

Areas I would care for cats (check all that apply)

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Bothell 98012 | <input type="checkbox"/> Edmonds 98026 | <input type="checkbox"/> Everett 98201 | <input type="checkbox"/> Everett 98203 |
| <input type="checkbox"/> Everett 98204 | <input type="checkbox"/> Everett 98208 | <input type="checkbox"/> Lynnwood 98036 | <input type="checkbox"/> Lynnwood 98037 |
| <input type="checkbox"/> Lynnwood 98087 | <input type="checkbox"/> Mill Creek | <input type="checkbox"/> Mukilteo | <input type="checkbox"/> Snohomish 98296 |

Some assignments will be during the holidays. Please check the boxes of ALL the holidays that you ARE available to do cat sitting (you will be paid time and a half):

- | | | |
|--|--|--|
| <input type="checkbox"/> Martin Luther weekend | <input type="checkbox"/> President's Day weekend | <input type="checkbox"/> Easter |
| <input type="checkbox"/> Memorial Day weekend | <input type="checkbox"/> 4th of July | <input type="checkbox"/> Labor Day weekend |
| <input type="checkbox"/> Veterans Day | <input type="checkbox"/> Thanksgiving weekend | <input type="checkbox"/> Christmas Eve |
| <input type="checkbox"/> Christmas Day | <input type="checkbox"/> New Year's Eve | <input type="checkbox"/> New Year's Day |

Most assignments are 7+ days/include weekends. Are you available for both? Yes No

As part of the in-person interview, I agree to perform a skills assessment to prove that I can complete the physical requirements of the job. Yes No

If hired, I agree that pet sits visits will be done at approximately the same time each day to maintain continuity for the pets. Most cat visits are once daily, and that time can (usually) be as suits your schedule. If the visits are twice daily, please do one visit in the morning (7-9 a.m.) and one visit in the early evening (7-9 p.m.) unless the client requests otherwise. Yes No

If hired, I will upload visit logs/photos to company's Dropbox by 4pm the day of visit. Yes No

Please sign the auto liability release form below:

I understand that in a case of a pet medical emergency, I may need to transport a pet to the vet. I agree not to hold TAILored Pet Services and/or clients liable for any damage should any damage occur to my car while transporting pets while under the employment of TAILored Pet Services.

Signed _____ Date _____

Print Full Name _____ Make/Model of car: _____