



**\*\*\*\*Due to the bonding that occurs between walker and pet(s) (and owner with walker!), we ask for at least a one year commitment to work with TAILored Pet Services LLC on a continual basis. \*\*\*\***

**Guidelines:**

- I am at least 18 years of age and agree to submit to a background check.  Yes  No
- As part of the in-person interview, I agree to go on a ride-a-long to see if it is a good fit for me. I understand that I will not be compensated for it as it is a chance to see if the job is a good match for me.  Yes  No
- If hired, I agree that visits will be done at approximately the same time each day to maintain continuity for the pets. A flexible time frame will be given to me by company in which to complete visits.  Yes  No
- If hired, I will upload visit logs/photos to company's Dropbox by 4pm the day of visit.  Yes  No
- I agree that I'm not allowed to work for another pet-sitting company, or solicit services independently of TPS, while employed by TPS.  Yes  No
- I agree that I have my own cell phone with internet access and dependable/insured transportation so I can drive to and from appointments  Yes  No
- I understand that I may need to drive a pet to the vet so my car must be 'pet-friendly' meaning that I realize pets may shed in my car.  Yes  No
- I understand that even when it is raining or snowing, dogs still need to go out. I feel comfortable driving/walking in inclement weather  Yes  No
- I understand if dogs get dirty on a walk, I need to wipe them off and towel dry them (owners will provide towels) before putting them back in house.  Yes  No
- I am prepared to take and pass a Pet First Aid Certification course paid for by TPS.  Yes  No
- I understand I need to be attentive when visiting with the pets. Phone calls/texts are only permitted to client you are servicing and only if absolutely necessary.  Yes  No
- I understand that no visitors (humans/pet) are allowed to accompany me to visits.  Yes  No
- I understand that employees at TAILored Pet Services LLC only walk two dogs from same house hold at one time and all dogs must be leashed during the walk.  Yes  No

Please sign the auto liability release form below for dog walking:

I have a car that is 'dog-friendly.' I agree not to hold TAILored Pet Services LLC and/or clients liable for any damage should any damage occur to my car while transporting dogs while under the employment of TAILored Pet Services LLC.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_ Make/Model of car: \_\_\_\_\_



---

## **Pet Nanny Job Summary—Dogs**

### **Responsibilities**

- Pick up and drop off dogs from their homes
- Ensure security of client homes when picking up and dropping off
- Understand special requests and conditions for each dog
- Walk dogs outdoors in all weather conditions (anywhere from 15 minutes to 5 hours at a time)
- Transport dogs safely to and from their homes
- Give each dog love and attention
- Ensure each dog is getting exercise and potty breaks and remove pet waste
- Guarantee safety of the dogs you are walking and those (humans and dogs) around them
- Maintain leadership of the pack of dogs (if walking multiple dogs at a time)
- Take photos of the dogs (so human clients can see how they are doing)
- Refresh water, wipe paws and give treats
- Communicate with clients and schedule appointments
- Conduct initial consultation with new clients and fill out client information sheets
- Update clients with email including photos and videos of their dogs
- Answer inquiries related to your service, clients' dogs
- Record which dog(s) you walked, how long the walks were, anything abnormal that you noticed
- Manage your own schedule via phone, email and text message
- Keep track of your visits and submit to the employer
- Other duties as assigned

### **Requirements**

- Must be available to walk dogs 10am-3pm Monday-Friday
- Must be honest, dependable and trustworthy
- Must have excellent organization skills, the ability to work independently, good time management and good communication skills
- Must be able to drive and walk in all kinds of weather conditions
- Must be able to follow client directions
- Must be FLEXIBLE, as this is a customer-driven business and we are often revising the schedule to meet the desires and needs of our clients at a moment's notice
- Must have a cell phone with ability to take pictures and computer with internet access and a printer to effectively communicate with clients and TAILored Pet Services staff
- Must have the physical ability to get down on the floor with pets, walk them and exercise with them, and the ability to handle a 75 pound animal
- Must have reliable, licensed and insured transportation
- Must be comfortable around all types/sizes/breeds of dogs plus any other pets in client's home
- Ability to work in a fast paced and dynamic work environment
- Duty to professionally represent the company.
- Exhibits regular and timely attendance

### **Physical Ability Requirements:**

- Sit for prolonged periods of time, including as a driver or passenger in an automobile.
- Utilize a computer keyboard, computer monitor, and telephone for prolonged periods of time.
- Sit on floor with pets, walk/exercise them, and the ability to handle a 75 pound animal
- Lift, carry, and otherwise transport work-related materials that frequently weigh up to 50 lbs.
- Maneuver across various terrain and move up and down stairs frequently

---

Signature

---

Date



## **Pet Nanny Job Summary—Cats**

### **Responsibilities**

- Communicate with clients, schedule appointments and conduct consultations for new clients
- Ensure security of client homes when visiting and respect the homes of clients
- 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.)
- Ensure that pets are fed and given water with proper intervals
- Dispense and administer medication when instructed by pet owner
- Play with pets to ensure that they have a feeling of companionship
- Observe pets for behavior issues and report them immediately
- Alert pet owners to any health issues that the pet may be going through
- Perform 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.

### **Requirements**

- Must have excellent organization skills, the ability to work independently, good time management and good communication skills
- Must be honest, dependable and trustworthy and keep all client and company information confidential
- LOVE animals of all kinds and have/had pets of your own.
- Ability to help with weekends and holidays highly desirable
- 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)
- Must be comfortable around all types/sizes/breeds of cats plus any other pets in client's home
- 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 approximately 20 per day depending on the number of jobs and distance between jobs.
- Own cell phone with internet access is required plus you must also have access to a computer and a printer.

### **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
- Maneuver across various terrain and move up and down stairs frequently

---

Signature

---

Date