

# TAILored Pet Services

**\*\*\*\*Due to the bonding that occurs between walker and dog(s) (and owner with walker), ideal candidate is someone willing to stay with TAILored Pet Services LLC for at least one year on a continual basis. \*\*\*\***

## Job description for Dog Walkers:

- Before being hired, you will go on a ride-a-long to see if it is a good fit for you. You will not be compensated for it as it is a chance to see if the job is a good match for you. If you are hired, you will go on additional visits with another employee until you feel comfortable to go solo. You will be compensated for training.
- Sometimes we are asked to take dogs to a trail or park so your car must be 'dog-friendly.' Please be aware that dogs may shed in your car and/or may track mud in during inclement weather. A heavy blanket and towels will help protect your car.
- Even when it is raining, dogs still need to go out. Depending on the clients' instructions, some dogs won't need to go out for the full visit so you can walk them for half the time during inclement weather and use the additional time to play or pet them.
  - Do you have rain gear that will keep you dry?  Yes  No
  - Do you feel comfortable driving/walking in inclement weather?  Yes  No
- If dogs get dirty on a walk, please hose them off and towel dry them (owners will provide towels) before putting them back in house. The owner will thank you!
- A flexible time frame will be given to you by me or pet owners in which to walk the dog(s). This usually is a 2- or 3-hour window during mid-day hours (11-2 is the usual time frame for walks).
- At the initial client interview, you will be given a key to client's home and when applicable, alarm codes to access the house.
- Occasionally, clients may be home sick or taking a day off at home; please be aware that even if you don't see client, client may be home.
- Put the key in your pocket as soon as you get in the house, so you don't leave it inside and lock yourself out!
- Even if you are walking a very friendly dog (and most of them are), remember that some of the dogs you will see on the walk may NOT be friendly. Keep the dog you are walking away from other dogs.
- We at TAILored Pet Services LLC do not walk more than two dogs at one time.
- All dogs must be leashed during the walk.
- **Important! We require that you text the TAILored Pet Services LLC office at the start of each dog walk and upload a copy of the visit log to Dropbox within 24-hours of the visit.**

Compensation: \$11-\$16 per hour plus flat per day rate of \$1.00 for the first client visit and \$0.50 for each additional client visit thereafter.

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.

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

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

If you do NOT wish to transport dogs in your car, please sign below:

I am aware that I can walk the dog in the immediate neighborhood, and therefore, will NOT transport dogs in my car. I am also aware that any dogs I service may be reassigned if a client requests their dog be transported.

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

Print Full Name \_\_\_\_\_



# TAILored Pet Services

## Part-Time Dog Walker Job Summary

**Summary:** This position is part-time and flexible. Please note this will vary depending on client need and business activity. It is TAILored Pet Services practice to ensure consistent pet care providers for our clients as much as possible. The following is a list of general job responsibilities for the Dog Walker position. This list is not all inclusive and may be broadened or changed as a result to meet changing business needs.

### **Dog Walker 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 bathroom 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 (may conduct consultations for new clients)
- 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

### **Dog Walker Requirements**

- Willingness to work a fluctuating schedule between 10:00am-3:00pm Monday-Friday
- Ability to fill in during company holidays highly desirable (overtime pay applies)
- 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 them and exercise with 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

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Signature