

**PET CARE SPECIALIST  
JOB DESCRIPTION**

**Employer: Julington Creek Animal Hospital**  
**Job Title: Pet Care Specialist**

**Work schedule [Hours/day, including overtime]: Varies**                      **Days/Week: Approx. 5**  
**Flexible Work Schedule Required/Weekend work may be required.**

***INTRODUCTION***

**The purpose of the position is to provide care and the basic needs of animals that are here for Daycare or Boarding at Julington Creek Animal Walk. Duties include: observing pets appearance for physical condition, signs of illness, disease and discomfort; cleaning and disinfecting the pet suites as often as necessary; assist with the feeding and watering of the pets in our care; actively monitor pets during group activities & see to their safety and well-being; provide Tender Loving Care and comfort to pets in our care; assist any doctor, manager, team leader &/or any other team in the facility, as needed.**

***MAJOR DUTIES***

The pet care specialist will perform the following duties.

- Provide care for animals housed/visiting Julington Creek Animal Walk. Perform work according to established methods and follow directions as provided by the Team Leader or any manager. Immediately report signs of illness, disease, injury or unusual activity to the Team Leader or a manager or veterinarian using established protocol.
- Apply knowledge of normal food and liquid requirements of animals. As required, provide special food and liquids.
- Actively monitor pets during group or individual activities. Monitor animals' body language and demeanor for signs of aggression &/or fearfulness towards other pets or humans.
- React promptly and in a safe manner to situations involving pet or human safety.
- At request of receptionists, practitioners and animal health technicians, discharge and admit animals; ensure animals being discharged are clean and in good condition.
- Make sure cages and animals are properly numbered and identified and that personal property (toys, treats, blankets, leashes) are stored in the proper area and identified.
- Clean suites, cages, and runs. Wash and dry towels and blankets. Wash and sterilize water and food bowls. Empty trash if needed.
- Patrol hospital grounds daily, picking up any trash and stool material.
- Follow all safety procedures and guidelines.
- Demonstrate good dependability.
- Demonstrate initiative in all areas of performance.
- Follow the guidelines set forth the Employee Handbook and the Pet Care Manual.
- Assist any doctor, manager, team leader, or any other area, as needed.

**In accordance with Julington Creek Animal Walk operating instructions, determine care required in keeping with the individual needs and circumstances of animals; follow special instructions as issued. Pet owners, veterinarians & animal health technicians provide specific instructions in giving medications, feeding specific diets or following special sanitary procedures. Make sure those instructions are followed. Actively monitor pets during group and individual activities to ensure pet and human safety.**



2. a. Hand manipulation required? NO  YES  (if Y, complete b,c,d,e)
- b. Simple Grasping    RIGHT Y  N     LEFT Y  N
- c. Power Grasping    RIGHT Y  N     LEFT Y  N
- d. Pushing/Pulling    RIGHT Y  N     LEFT Y  N
- e. Fine Manipulation    RIGHT Y  N     LEFT Y  N

Keying – [estimated average number of keystrokes per hour, or minutes spent typing per hour]: No keying required.

3. a. Does job require employee to reach or work above the shoulder? (N,R,O,F,C)  
NO  YES  Frequency  O

- b. Reaching at or below shoulder level? (N,R,O,F,C)  
NO  YES  Frequency:  F

4. Does job require use of feet to operate foot controls for repetitive movement? (N,R,O,F,C)  
NO  YES  Frequency

5. Are there special visual or auditory requirements? (N,R,O,F,C)  
NO  YES  Frequency  C

Description: Distance Vision Required \_\_\_\_\_

6. Lifting and Carrying Demands

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
< 10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs	R	R
51-75 Lbs	N	N
76-100 Lbs	N	N
100+ Lbs	N	N

Longest distance carried:  100yds \_\_\_\_\_ Heaviest item carried, and how far:  11-25 lbs \_\_\_\_\_

7. Driving cars, trucks, forklifts, moving equipment?    YES  NO
8. Working near hazardous equipment and machinery?    YES  NO
9. Walking on uneven ground?    YES  NO
10. Exposure to dust, gas or fumes?    YES  NO
11. Exposure to noise?    YES  NO

12. Exposure to extremes in temperature or humidity? YES  NO

13. Work at heights? YES  NO

N = Never, R = Rare (< 1 hr.), O = Occasionally (1-3 hrs.), F = Frequently (4-6 hrs.), C = Continuous (>6 hrs),  
I = Intermittently