

**GROOMING ASSISTANT  
JOB DESCRIPTION**

**Employer: Julington Creek Animal Hospital**

**Job Title: Grooming Assistant**

**Work schedule [Hours/day, including overtime]: VARIES**

**Days/Week: VARIES**

**Description of Job/Tasks:** Lead and control all size dogs to and from bathing area and kennel and occasionally Animal Hospital. Lift all size dogs and cats into bathing tub. Must control pets while lifting them over 36" high into the bathing tub. Secure pets in the tub. Apply water, shampoo, conditioner, flea or other treatments as needed. Express anal glands of dogs and clean ears. Lift pets out of bathing tub and towel dry, force-air dry and/or place in cage dryers, as needed. Walk and water pets. Clean bathing room (could include using a squeegee, sweeping, mopping, drying the floor, if needed, lifting rubber mats off floor, cleaning rubber mats, cleaning cages, cleaning windows and equipment as needed). Assist any doctor, manager, supervisor, or any other area, as needed.

**Essential functions:** [narrative summary]

Control all size dogs and cats (in & out of suites, condos); lift & carry approx. 50 lbs (may obtain assistance for larger dogs); use and manipulate water hose in bathing tub; remain alert to details of canine and feline body language and postures to recognize threats of aggression or flight; respond and move quickly to avoid injury or restrain a pet; express anal glands, clean ears and brush teeth, if needed.

**Non-essential functions:** [narrative summary]

Carry water buckets; sweeping, mopping; cut bandanas; laundry; empty poop buckets on nature trails; replace mutt mitts on nature trails.

1. Check frequency and number of hours the employee does the following tasks:

	Frequency			Number of hours per day								
	Cont.	Inter.	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X			X							
Stand	X								X			
Bend		X	X									
Squat		X	X									
Climb		X	X									
Kneel		X	X									
Twist		X	X									

2. a. Hand manipulation required? NO \_\_\_ YES X (if Y, complete b,c,d,e)

b. Simple Grasping      RIGHT Y X    N \_\_\_    LEFT Y X    N \_\_\_

c. Power Grasping      RIGHT Y X    N \_\_\_    LEFT Y X    N \_\_\_

d. Pushing/Pulling      RIGHT Y X    N \_\_\_    LEFT Y X    N \_\_\_

e. Fine Manipulation    RIGHT Y X    N \_\_\_    LEFT Y X    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 X Frequency O

b. Reaching at or below shoulder level? (N,R,O,F,C)

NO \_\_\_ YES X Frequency: F

4. Does job require use of feet to operate foot controls for repetitive movement? (N,R,O,F,C)

NO X YES \_\_\_ Frequency \_\_\_

5. Are there special visual or auditory requirements? (N,R,O,F,C)

NO \_\_\_ YES X Frequency C

Description: Distance Vision Required to monitor pet's body language and prevent escape

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	F	F
51-75 Lbs	O	R
76-100 Lbs	R	R
100+ Lbs	R	N

Longest distance carried: 20 ft. Heaviest item carried, and how far: 60 lbs

7. Driving cars, trucks, forklifts, moving equipment? YES \_\_\_ NO X

8. Working near hazardous equipment and machinery? YES X NO \_\_\_

9. Walking on uneven ground? YES X NO \_\_\_

10. Exposure to dust, gas or fumes? YES \_\_\_ NO X

11. Exposure to noise? YES X NO \_\_\_

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

13. Work at heights? YES \_\_\_ NO X

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

Comments: \_\_\_\_\_

\_\_\_\_\_

Revised 2/18/13