



Paw Pals Pet Sitting, LLC
14001-C Saint Germain Dr., #213
Centreville, VA 20121
(703) 393-PAWS (7297)
Email: info@localpawpals.com

Job Description

- Perform mid-day daily dog walking services (typically scheduled between 10:00am and 4:00pm).
- Perform personalized pet sitting vacation visits throughout the day, including mornings and evenings
- Perform overnight pet sitting services (typically starting between 7:00-10:00pm and ending between 7:00-10:00am).
- Promptly respond to all pet care assignment requests from Paw Pals Pet Sitting.
- Remain in contact with Paw Pals Pet Sitting via text or email during daily visit routes.
- Feed pets and refresh water during each visit as requested.
- Provide sufficient potty breaks and/or clean litter boxes.
- Clean up any pet accidents and ensure the pets' direct living areas are suitably clean and tidy.
- Administer any prescribed pet medications as requested.
- Provide care, play and plenty of love and attention to clients' pets.
- Submit online pet visit reports at every visit for clients to review.
- Perform requested home maintenance services (e.g. taking out/bringing in garbage and recycling bins, retrieving mail, packages, and newspapers, rotating interior and exterior home lighting, etc.)

Position Requirements

- Applicant must love pets and have previous pet care experience.
- Applicant must have an insured, licensed, reliable vehicle and hold a valid Virginia driver's license. Excellent driving record required.
- Applicant must provide proof of U.S citizenship and present valid photo identification.
- Applicant must be willing to undergo and pass a comprehensive criminal background check.
- Applicant must have a flexible schedule and be willing to work some weekends and holidays.
- Applicant must be in good physical condition and able to walk and stay on their feet all day.
- Applicant must be able to walk dogs and be outdoors in all weather conditions.
- Applicant must be willing to pick-up dog poop and clean up litter boxes.
- Applicant must possess excellent written and texted English communication skills.
- Applicant must be well groomed, neat, tidy and refrain from smoking and using profanity/vulgarity while working.
- Applicant must be respectful of Paw Pals Pet Sitting clients, their homes, their property, and their privacy, and be neat and tidy while working and staying overnight inside the client's home.
- Applicant must have access to the internet and have text messaging capabilities in order to receive assignments and use their cell phone for full assignment coverage.
- Applicant must live within Paw Pals Pet Sitting's service coverage area.
- Applicant must be willing to make a 6 month independent contractor commitment to work with Paw Pals Pet Sitting and be willing to sign a Non-Disclosure/Non-Solicitation/IC Agreement as a condition of said independent contractor relationship.
- Applicant must be willing to obtain pet CPR and first aid certification within the first 6 months of employment.

Skill Set

- **Must** have pet sitting and/or in-home pet care experience.
- **Must** be detail-oriented, organized, and have excellent time management skills.
- **Must** be able to respond to stressful situations with tact and in a manner that does not alarm clients, veterinary medical professionals, or pets.
- Veterinary technician skills or pet certification a plus.
- Dog training skills a plus.
- Experience administering pet shots, pills, salves, and/or physical therapy a plus.

Additional Information

- Paw Pals' pet sitters are paid as Independent Contractors once a week. All pet visitations must be reported to Paw Pals Pet Sitting, LLC.
- Paw Pals' pet sitters will be issued a 1099 and will be responsible for paying their own taxes.
- Paw Pals' Independent Contractor Agreement (with Non-Disclosure/Non-Solicitation clause) to be signed prior to being contracted as a pet sitter for Paw Pals Pet Sitting, LLC.
- As hours are not guaranteed, Paw Pals' pet sitter position is **not** a full time job, but rather an on-call position as assignments become available within Paw Pals' service coverage area. This is a wonderful position for anyone looking for supplemental income (e.g. stay-at-home moms with older children, retired individuals, and college/high school students).
- Solicitation for business is acceptable on behalf of Paw Pals Pet Sitting, LLC. However, any free-lance visitations using the name of Paw Pals Pet Sitting, LLC is **strictly forbidden** and will be subject to prosecution.
- Paw Pals Pet Sitting communicates with pet sitters via email and text messaging. If you turn off your phone or do not readily and immediately respond to text messaging using proper grammar and etiquette, this position is not for you.