

## **Pooches Paradise LLC**

**7200 Wyandotte, Kansas City, MO 64114**

### **Pooches Pack Member Level 1**

Pooches Paradise Doggie Daycare and Resort in Waldo (Kansas City) is seeking a full-time (30-40 hours) Pack Member Level 1 to join the Pooches Pack. The Pack member's essential duties include the following, however other duties may be assigned.

Assist and ensure the safety and health of Pooches Paradise guests.

1. Follow instructions of the Shift Supervisor, Front Desk Concierge Supervisor and Pooches Resort Manager.
2. Maintain the cleanliness of the kennel by cleaning and disinfecting walls, floors, and other surfaces. The kennel includes guest play areas, Cabana Room boarding, Oceanview boarding, Storage areas, Greyhound boarding, kitchen, common areas, to include cleaning and disinfecting runs and daycare areas.
3. Maintain a safe work environment using proper safety procedures for guests and employees.
4. Maintain equipment and tools in good repair and store in designated places.
5. Complete assigned chores from weekly, bi-weekly and monthly lists (as applicable).
6. Complete baths scheduled on the Grooming Report according to company policy and practices.
7. Load and unload laundry according to company policy and practices.
8. Review notations on Run cards.
9. Record important guest information on the Run cards and verbally to Shift Supervisor, as needed.
10. Preparation of guest's specific food using the Pooches Paradise Diet Report.
11. Assist in the feeding, exercise and general care of the Pooches Paradise guests.
12. If required, administer medications under the direction and supervision of the Shift Supervisor, or Resort Manager.
13. Report any guest behavioral, health, fecal, or eating issues to a Shift Supervisor, Front Desk Concierge.
14. Understand, notate, report and comply with "Special Needs" for guests or clients for check-ins, overnight guests and check-outs.
15. Bring guests to or from daycare, boarding areas, grooming room or lobby, in a timely manner.
16. Be able to safely handle dog sizes ranging from 2lbs to 175lbs on leash, and walk a total trip distance (multiple round trips) of approximately 4.0 miles per day from the front lobby to the back at a quick pace. Good for exercise.

17. Monitor groups of dogs and greyhounds under the direction of the Shift Supervisor, Resort Manager, or other Manager. Report unruly guests to Shift Supervisor
18. Be friendly and greet potential clients while they are on a facility tour.
19. Report inventory needs on "wish" list board.
20. Participate in training and direction of other Pack Member Level 1s, which entails a general review of Run sheets, food preparation according to the Diet Report, run set up procedures and other procedures for care and safety.

### Supervisory Responsibilities

This job has no supervisory responsibilities. However, Level 2 Pack Members may be asked to review the work of or assist in training of Level 1 Pack Members, which would give a Level 2 Pack Member task specific supervision responsibilities over a level 1 Pet Guardian for a limited time span.

As a Pack member Level 1, you will learn the cleaning requirements of Pooches Paradise and dog behavior in a team environment. The Pack member would be needed for 3-6 variable shifts per week, Monday -- Friday 6:30am to 12:30pm or 12:30pm to 7:15pm. Some weekend work is required. Weekend shifts are Saturday and Sunday from 7:00 am - 11:00 am and 2:00pm - 5:45 pm. Additionally, Pack Members are occasionally scheduled for "On-Call" positions which requires them to be available to work if needed.

- Any kennel experience and experience working with pets is an appreciated, however not required.
- Provide references when called in for an interview