

Job Description

Job title: Professional Pet Sitter
Location: Various - your day will start & finish at the company office 1 Cross Mitford Road, Leeds, West Yorkshire, UK. LS12 1NW but the role involves travel across Leeds.
Reports to: Purrfect Sitters owner / manager
Salary: £12,870 with discretionary New Year bonus payment up to £1,000 (subject to performance criteria being met)
Hours: Annualised hours contract. There will be a core number of hours each week* then the remaining hours will be worked during our peak service weeks which are holidays (Easter, summer, Christmas and New Year). We offer some flexibility in when hours are worked but the morning visits need to be conducted between 6am-11am and the afternoon visits between 2/3pm – 6pm, understandably, the needs of our animal customers are paramount. On average, there will be 30 hours per week. <i>*Being able to work weekends is essential</i>
Holidays: 252 hours per year (holidays cannot be booked during our peak service weeks)
Reviews: Annual reviews of hours, wage and holidays will occur with a periodic increment of wage and holiday as a commitment to service, until the maximum entitlement is accrued.
Disclosure Check: A full check will be done via the Disclosure and Barring Service (DBS), formerly a Criminal Records Bureau Check. No final offer of employment will be made until a satisfactory response has been received. Purrfect Sitters Ltd will pay for this.
Driving Licence: You must hold a clean driving licence that allows you to drive an automatic car.

Role details

We provide a non-judgmental, professional pet care service in customer' homes when they cannot be there. We visit pets in their own home once or twice a day to feed, clean and look after them when owners are on holiday or unavailable. We offer a bespoke service which intends to look after our customer's animal family, in the same manner as they are accustomed when they are home.

The animals you will be visiting are mainly cats. We also look after birds, rats, rabbits, fish, tortoises and the occasional reptile. Training will be given on how to care for the different pets.

The job involves a lot of lifting, squatting, bending and occasionally crawling to make sure all animals are present and correct, and so a relatively good level of general fitness will be required.

Ideally you will live in the Leeds area or be able to travel here easily. You must hold a clean driving licence that allows you to drive the company automatic car to make visits. The car must be picked up and returned after each shift to our office in Armley. You will work across all our postcode areas and a good knowledge of Leeds is desirable. Use of a personal vehicle to conduct visits may also be required, subject to the vehicle passing satisfactory checks. You will be responsible for informing your insurers and we will pay 45p per mile for travel.

The ideal candidate will genuinely love animals and understand that the pets rely on us for care and attention while their owners are away. The role is predominantly a lone worker role, you must feel

confident to work alone whilst maintaining a professional approach to ensure you have completed the tasks assigned. This is a highly responsible role which involve early morning starts requiring immediate mental concentration. While it is very rewarding to work with animals, there is a great deal of work, trust and responsibility involved. We need someone with lots of enthusiasm, patience and most of all, someone who is level-headed and unflappable.

On working days you may also need to be available to accompany your manager to new customer consultations as and when required.

During quieter business times, you may be asked to do basic administration tasks. These may involve working with MS Excel and MS Word, or updating contacts cards and writing Christmas greeting cards. The ideal candidate would be computer literate, with legible handwriting and good spelling.

Skills & Requirements:

- A genuine love of animals, especially cats
- Experience and confidence in working with animals, particularly cats. Training will be given regarding other animals.
- Experience or confidence to be a lone worker
- Ability to self-supervise to ensure all tasks have been completed correctly
- Ability to gather information to solve problems logically and calmly
- A good level of general fitness
- A flexible working schedule. Willing and able to work a varied schedule and crucially, the ability to work during our peak service weeks.
- Able to work alone, under pressure, and responsibly while also keeping track of events to be reported to the manager at the end of the shift.
- Good eye for detail with excellent observational skills.
- Hard worker with a positive attitude.
- Comfortable working on a computer. Ability to work a smart phone and Satnav.
- Able and confident enough to occasionally meet with new customers and speak to them about our services.
- Have excellent time management skills to ensure all duties are carried out within the agreed time.
- Safe and courteous car driver.
- Clean and eligible handwriting and ability to copy data for the administration tasks
- Be able and willing to work shifts over Easter, Christmas (except Christmas Day) and New Years's
- Hold a driving licence which allows you to drive an automatic car, live in the Leeds area and are able to travel to Armley before the morning shift starts at 6am

We are slowly expanding the business while retaining the personal care our customers love. This role is a chance to join us and grow with the company. So, if you think you have the drive, commitment and energy that it takes, and you want to bring your love of animals to a great new role, please send a CV with a short synopsis to indicate you fulfil the above skills and requirements.