



Working With 2 Paws Up Inc Job Description

What is 2 Paws Up Inc?

2 Paws Up Inc is a full-service, in-home, pet sitting, dog walking, and dog training company. The pet care professionals employed by 2 Paws Up Inc travel to our clients' homes to perform the pet sitting, dog walking or dog training duties outlined by our customers, and the policy and procedures of the company.

Most of our clients are located primarily in Lilburn, Snellville, Centerville, Grayson, Loganville, and parts of Stone Mountain, Tucker and Lawrenceville.

Zip Codes & Towns Serviced:

- **30078, 30039 Snellville**
- **30047 Lilburn**
- **30084 Tucker**
- **30087, 30083 Stone Mountain**
- **30093 Norcross**
- **30044 Lawrenceville**
- **30030 Decatur**
- **30017 Grayson**
- **30052 Loganville**

Why Join Our Team?

Professional pet care is incredibly rewarding and fulfilling, and every one of our pet sitters/dog walkers LOVES their job! 2 Paws Up Inc offers:

- Fuzzy Faces & Unconditional Love!
- Employee Status
- Work as a Team
- Online Education
- Workers Compensation
- Discounted Pet Sitting
- Client Referral Bonuses
- Exercise & Fresh Air

We Provide These Services

1. In-home pet sitting: While clients are away we visit their home 1-4 times per day to walk, feed and care for their pets.
2. Overnight in-home pet services: Spending the night in our client's home; starts 10-hour sleeping stay, then the pets morning routine.
3. Dog Walking: One visit per day typically Monday through Friday, to visit and walk dogs while their owners are at work, however, we do dog walking even on the weekends and evenings for clients.
4. All-Most Overnight: In-home pet service where we spend 2 hours in our client's home starting around 8 to 9 pm giving two hours of love and care then tuck in for the night.
5. All-Day Pet Sitting: In-home play and care during the day may last from 2 hours to 8 hours.

Employee Requirements

- Best to Live in or adjacent to our service area. See “Zip Codes Serviced” above. Driving to and from your home to clients, as well as driving from client to client.
- Be physically fit and able to work and commute in all types of weather (this is a VERY active position that requires hours of energy, even on rainy, snowy or humid and hot days.)

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- Have experience with, a love of and a desire to work with dogs and/or cats and other small animals.
- Have access to a reliable insured vehicle and have a valid driver's license.
- Love people in addition to animals (this is just as much a customer service position as it is a pet care position.)
- Have the ability to communicate effectively with 2 Paws Up Inc, fellow employees and clients, by returning emails, phone calls and text messages promptly within the hour. Must have your own smartphone with unlimited data/text. We use apps. No Trac Phones.
- Have the ability to take this job SERIOUSLY.
- Be organized and detail oriented.
- Be able to provide professional references.
- Provide a current and clean background check, and motor vehicle report to 2 Paws Up Inc.
- Complete ongoing training and onsite training.

Positions with 2 Paws Up Inc

- **Pet Sitter**

Must be available to pet sit and or dog walk multiple times per day as needed, Monday through Sunday.

Compensation

➤ You are paid by the hour.

This is supplemental income. Enough to pay for a Starbucks or a date night out. This will not pay your mortgage/rent.

Step 1 on Pathway: Trainee - \$11.50/hour, no mileage or tips - On-Line and Team Meetings @ \$7.25

In this step, the new hire has not yet graduated from the training program. They are considered trainees.

Step 2 on Pathway: Provisional Team Member - \$11.50/hour + \$.25 per mile, tips, bonuses

In this step, the new hire has graduated from the training program, and is considered a provisional team member for the next 30 days. They are working independently in the field, and are now being included in miles, tips, and bonuses as determined. the team members are more closely monitored by management and given extra support and training as needed to succeed.

Step 3 on Pathway: Full Status Team Member - \$11.75.hour = \$.35 per mile, tips, bonuses

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In this step the team member is now a full status team member. They receive a small pay bump and are now expected to perform their job duties with excellence, with management expecting they fully understand the role and responsibilities of the team member position.

Step 4 on Pathway: Team Trainer - \$12.25/hour + \$.35 per mile, tips, bonuses

In this step, the team member is welcome to apply to become a Team Trainer once they have been in the organization for 3 months. The Team Trainer is trained on how to administer the training program and how to successfully guide new hires through it. The pay bump is a permanent hourly bump, whether they are actively training or not. If no new hire is coming through the training program, the Team Trainer continues to operate in the Team Member role.

Step 5: Team Lead - \$13.25/hour + \$.45 per mile, tips, bonuses

In this step the Team Trainer is welcome to apply to become a Team Lead, once they have been in the Team Trainer role for 3 months. The Team Lead role supports the owner, and managers where needed. The detriment of the system is that because you are hiring people who usually do not have experience in these areas, it is up to you to develop out the roles thoroughly and teach them what they need to know to actually support the business.

Step 5: Various Admin Roles - \$14.25/hour

In this step, Team Leads who have expressed interest in deepening their relationship with the business are welcome to explore additional roles and admin hours, as needed for the business (and revenue to support them) present themselves.

Gratuities and Holiday Surcharges are 100% yours!

You're paid weekly by direct deposit into your bank account.

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Employee Benefits

- Worker's compensation insurance
- Taxes withheld from paychecks
- Discounted pet sitting for your furry pals!
- Referral bonuses
- Paid training

SUMMARY

While 2 Paws Up Inc pet sitters do their best to cover in cases of emergencies. The pets in your care depend on you to complete your assignments and (1) no-call; no-show is cause for immediate termination of assignments.

We do not have pet sitters/dog walkers on our team that have their own pet care service, or currently working for another pet care service, this includes for example Wag or Rover.

Payroll

By law, 2 Paws Up Inc is required to honor legal garnishment of employees' wages. These include tax levies, child support orders, loan repayment and other court ordered garnishments. Employees will be notified if 2 Paws Up Inc receives such an order.

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2 Paws Up Inc may also make deductions that are expressly authorized in writing by the employee, and are for the benefit of the employee, as permitted by applicable law and, where applicable.

All employees are subject to taxes on earnings. All deductions required by law and all authorized, permissible deductions will be automatically withheld from employees' paychecks. Any questions regarding payroll deductions and paychecks should be directed to the Manager and or Payroll company.

Employees are expected to review their paychecks and paystubs each week and report to the Manager immediately if there are any errors in their paychecks or paystubs, including, but not limited to, the visits worked, deductions taken, or the total amount paid.

Thank You

Thank you for taking the time to read over the job description.



Working with 2 Paws Up Inc

Barbie Klapp, MBA, Founder & CEO

2 Paws Up Inc

Pet Sitting & Dog Walking