

Job Title: Daycare Supervisor

Department: Pet Direct Care

Supervisor:

FLSA Status:

The Daycare Supervisor will be responsible for creating an atmosphere of collaboration and support for staff, clients, and pets that attend the facility.

Essential Duties and Responsibilities:

- Carries out and attains the mission and goals of the business.
- Assure all guests are cared for in compliance with the company goals.
- Maintain a strong culture and lead by following Company Values and Mission.
- Be familiar with budgets, revenue, and controllable expenses.
- Ensure health and safety of pets and our workforce.
- Empower employees to take responsibility for their jobs and goals. Delegates responsibilities and expect accountability and feedback.
- Monitor/measure customer satisfaction.
- Maintain accurate records of employee timekeeping
- Responsible for assisting the Daycare Manager as needed.
- All other duties as assigned

Supervisory Responsibilities: Yes

Qualification Requirements: To perform the job successfully, employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Language Skills: The employee must have the ability to read and comprehend instructions, short correspondence, and memos. The ability to communicate and correspond both orally and in writing effectively with vendors and staff as required.

Mathematical Skills: The employee must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers.

Other Skills and Abilities: Ability to develop effective working relationships with staff, superiors, and clients. Proficiency with Microsoft applications desired. Ability to perform duties with a high level of detail and accuracy.

- **Education and Experience:** AAS/AS Degree in animal care/business, or other related area preferred, former supervisory experience preferred, high school diploma or GED required;

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to traverse/move around the grounds, office, and facility and remain in a stationary position while working on a computer for extended periods of time. Specific vision abilities required by this job include close vision, distance and peripheral.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The office noise level is average, dogs can be heard barking. Machines such as copiers, fax, and other computer equipment is housed throughout the office. Time is required outdoors to work with and supervise pets and staff, the employee will need to move/traverse from one building to another in varying weather conditions as needed. Noise levels might be high if working in the kennel areas.

The information contained in the job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their immediate report.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Employer Signature

Date