

Prima Vista Animal Hospital  
Pet Groomer Job Description

**Job Title:** Pet Groomer  
**Department:** Grooming  
**Reports To:** Hospital Manager  
**FLSA Status:** Commission  
**Prepared By:** Debbie Hill, CVPM PHR  
**Prepared Date:** July 1, 2004  
**Approved By:** Hospital Administrator  
**Revised Date:** November 3, 2006

**Summary:** Combs, clips, trims, and shapes dogs' coats to groom dogs by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Make appointments with client for pet grooming and keeps appointment book up to date.
- Call back all groom clients 2 days after grooming to see that client was satisfied.
- Greet client and pet upon arrival. Get instructions for pet's groom from pet owner and contact number for the day. Take pets to groom area and place in kennel.
- Groom all types of dogs and cats, bather supplied by hospital.
- Obtain owner's authorization for fractious pets that may need sedation. Coordinate with veterinarian to have pet sedated.
- Keep daily log of pets groomed, noting any idiosyncrasy and the day's charges.
- Maintain adequate supply of bandana material and place bandana on each pet.
- Record pet's groom and note charge in the medical record. Bring any medical concerns to notice of veterinarian
- Fill in a grooming report for each patient and place in their record. This will go home with the pet.
- Note groom charges in pet's file in Avimark before leaving for the day. Take groom appointment book back to reception area for late day calls
- Ensure the groom room is maintained and organized each day. This may include performing basic housekeeping duties of the room.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

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**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:**

**Physical Demands:** 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.

Amount of Time Spent on Task

<b>Task</b>	<b>None</b>	<b>Less than 1/3</b>	<b>1/3 to 2/3</b>	<b>More than 2/3</b>
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or feel				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

The job requires the following lifting requirements and/or exerted force be performed on the job.

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**Amount of Time Spent on Lifting**

<b>Lifting Amount</b>	<b>None</b>	<b>Less than 1/3</b>	<b>1/3 to 2/3</b>	<b>More than 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X (with assistance)		
More than 100 pounds		X (with assistance)		

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually loud.

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