

COCHRANE & AREA HUMANE SOCIETY JOB DESCRIPTION

Groomer

Position Description:

The Groomer provides high quality bathing and grooming services to clients with a strong dedication to outstanding client service. The position is contract with full-time hours and reports to the Executive Director. Interest in part-time hours will also be considered with opportunities for growth.

Position responsibilities include:

- Ensure the safety and security of animals
- Provide public grooming services and perform minor treatments on animals including, but not limited to: bathing, clipping, drying, ear cleaning, nail trimming
- Maintain detailed records of services performed
- Clean grooming areas on a daily basis
- Provide information to the public about Cochrane & Area Humane Society's programs and promote good animal care and responsible pet ownership
- Maintain assigned equipment and supplies in safe condition and report any problems, needed repairs or supply shortages to the Operations Manager
- Protect the confidential information of customers and donors
- Conduct themselves in a professional and courteous manner at all times while working as an employee of the Cochrane & Area Humane Society
- Communicate animal related health and behavioural concerns and any occupational hazards to Management in a timely manner

Qualifications and skills include:

- Demonstrate the core values of the Cochrane & Area Humane Society
- Trade certificate or diploma or equivalent experience
- Minimum 2 years of professional pet grooming experience preferred
- Working knowledge of grooming techniques, breeds, diseases, medical conditions, and animal handling and behaviour
- Ability to handle animals safely and with patience and gentleness using humane and positive based handling techniques
- Ability to represent the Cochrane & Area Humane Society in a professional manner in all situations with the public, volunteers, and staff
- Knowledge and ability to accurately work with detailed information in paper and computerized format
- Maintain appointment schedule within the computerized appointment book
- Ability to read, write, and communicate effectively
- Ability to lift up to 50 pounds and have the dexterity and confidence to handle, bathe, and groom pets with different behaviours including fear and aggression
- Ability to work independently and as a team
- Ability to make decisions and solve complex problems
- Respond to telephone calls
- Recognize illnesses and abnormalities and communicate this with the owner in a positive and professional manner
- Pet first aid is an asset

Application Process:

If you would like the opportunity to be a part of a caring and compassionate team working for an important cause, please forward your resume with salary expectations to:

Cochrane & Area Humane Society

Attention: Executive Director

62 Griffin Industrial Point

Cochrane, AB T4C 0A3

Or email resume to: executive.director@cochranehumane.ca

Please note: Only those candidates considered for the position will be contacted.

Updated October 2021