

## Duties of General Manager Trainee

- I... To systematically train on all duties of General Manager (pg. 2)
- II. To complete Level I & II PCSA's PCT Program
- III. After hours security when owners are away

## Qualifications

College Degree (Business or Animal Science preferred)

With Management experience

or

Experience as Kennel Manager

with Grooming, Dog Training (positive), Show Dog Handling, or Veterinarian Technician background

Must have Management and Administrative Experience,

Must have Love and Respect for animals and people.

Must demonstrate loyalty to company and owners.

Must be Honest, Responsible, Reliable, Energetic, and Creative

Must be organized, detail oriented with a passion for cleanliness.

Be able to Work well with others and have the Ability to Delegate.

Must be in excellent physical health, able to lift 40 pounds and climb stairs.

## Benefits

Beginning Salary -- DOE based on 48+ hr work week

Provided home or apartment

Paid Vacation -- One week after 1 year, two weeks after 3 years

To be taken during slow seasons

Free boarding of personal pets during vacation

Health insurance

1/2 of premium paid after 6 months

3/4 of premium paid after 1 year

Yearly Salary Increase -- based on Personal Performance

Yearly bonus -- based on Business Growth & Profitability

Company Paid Educational Opportunities

Ownership Opportunities

## Duties of General Manager

- I. To work with owners to:
  - Maintain outstanding quality of guest care and customer service
  - Continue growth of the business
  - Maintain an outstanding staff
  - Meet budget and sales goals
  - Maintain Facility
  - Cover after-hours Security
  
- II. To eventually oversee and assume responsibility for all aspects of business
  - Guest Care
  - Customer Relations
  - Employee relations
  - Human resources
  - Administrative duties
  - Building and Grounds
  - Advertisement and Marketing
  - After-hours Security
  
- III. To live in provided home or apartment or within 2 miles of the kennel to be able to respond to after hour emergencies quickly.
  
- IV. To be responsible for after hours security.
  - Carry beeper at all times
  
- V. To attend one training seminars or association meeting per year.
  
- VI. To complete Level III PCSA's PCT Program (CKO)
  - Within one year.