

A. Introduction

We are committed to giving the proper care to the pets brought to us to ensure they remain healthy. We also offer other services which improve the quality of the lives of these pets.

The Animal Caretaker will perform various tasks which maintain a quality environment for the animals under our care and perform various office tasks which help maintain a clean and efficient environment. This handbook has been prepared as a reference for Animal Caretakers to guide them in providing consistent, accurate, thorough service to the pets and clients who bring their pets and place them under our care. The Animal Caretaker job can have a significant effect on the care of the patients and the response of the clients to the Clinic. **Be sure to read the material, sign and date the letter noting you have read and understand the contents of this book, and promptly return the signed letter to the Practice Manager.**

End of Section