E. Miscellaneous Duties and Information

Make excellent customer service and pet care a priority.

Be sure to take note of any messages and/or warnings on a pet's cage card. They are provided to communicate special requests, behaviors, and/or conditions of a pet.

If you notice any abnormalities in any animal, please notify a technician or a doctor immediately.

Deplete IntraVet computer inventory for items used in the kennels, such as kennel food and cat litter. To invoice an inventory item used in-house:
- Open up client #9999 in IntraVet (client name is DeZavala Vet Clinic Supplies)
- Under the Invoice screen, choose either Canine or Feline depending on the type of item to deplete
- Use appropriate doctor code. For regular kennel food and cat litter this would be CL.
- Enter the description of the item to be depleted (i.e. Hills K9 Prof Pk SensStom 40#, Hills Fel Prof Pk SensStom 20#, Yesterday's News Litter 30#)
- Overwrite the price of the item to zero
- Enter to add the item to the invoice
- Save-->Save Permanently No Print
- NOTE: Check with a doctor when removing foods (other than regular kennel food), medicines, or other products for pets from inventory. Such items may need to be charged on the client's account instead of the DeZavala Vet Clinic Supplies account.

At times, assist holding a pet during a procedure.

It may, at times, be loud in the kennel area with barking dogs. Do not yell at these animals. People (including clients) in the Clinic may not be aware of the circumstances and misinterpret your yelling as abuse to the animals. The animals usually will calm down after awhile. Wearing ear plugs will help drown out some of the noise. Soft music sometimes helps calm the pets as well.

The Animal Caretaker will work alternating Sundays. They need to be here no later than noon. It is hard for the dogs to wait to be let outside to relieve themselves any longer than this time.

Make sure to have phone numbers of other employees in the event of an emergency. There is a list in the receptionist area for reference.

Perform other tasks as requested.

End of Section