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**JOB:** Pet Care

**TEAM:** Classroom Operations

**LAST UPDATED/CHANGED:** April 2019

**JOB DESCRIPTION:**

This person is responsible for the care, cleaning, and upkeep of all of the NVNS Pets.

**JOB DUTIES:**

* Purchase all pet food, bedding, supplies, etc within the budget found in

the current year’s budget proposal.

* Maintain pet cages and aquarium in working order.
* Regularly clean cages/aquarium, keeping them clean and sanitary.
* Arrange care for pets over holiday breaks (yourself or other NVNS family)

**JOB REQUIREMENTS:**

* Attend all Parent Meetings.
* Participate in one Housekeeping Saturday per year.
* Participate in End-of-Year Cleanup.
* Must be available to regularly clean pet cages, aquarium, etc.
* Periodic out-of-pocket spending that is reimbursed by school check when

receipts are submitted to the Treasurer.

* Periodic errands to restock pet food, supplies, etc.

**General Information**

Pet care supplies and food are stored in Room 2 in the cabinet below the pet cage(s)/aquarium(s). You are responsible for inventory and for purchasing food and supplies on a regular basis. Items that are purchased on a regular basis are as follows:

**Wilson’s Feed** (*we have a charge account*):

* Mazuri Guinea Pig Pellets 25lb bag
* Cage Liner (recycled bedding)
* Timothy Hay
* Vitamin C Water Drops
* Fish Food (Gold fish flakes)

Guinea Pig cage requires cleaning on a weekly basis (or more frequently if veggie consumption is high and cage is soiled). Cage cleaning takes approximately 20 min and can involve the assistance of children. A convenient time to do this is at pick up.

**To clean cage:**

* Place guinea pig(s) in safe area (herb bed, basket).
* Remove bed, toys, dishes, etc. from cage and set aside.
* Bring trash can near cage.
* Gently lift bedding and wet newspaper to dispose in trash bag.
* Spray bottom of cage with spray bottle mixture of vinegar and water

(50% each) and clean using paper towels.

* Dry cage.
* Reline cage using multiple layers of old newspaper folded to fit perimeter

of cage bottom.

* Cover newspaper with 1-2inches of fresh bedding.
* Spray food dishes with vinegar and water mixture (50% each) and wipe

with paper towel.

* Waterer can be cleaned with water and rock salt if algae appears.
* Refill food and water - return to cage.
* Place guinea pig back in cage and give them a few fresh veggies treats.
* Clean up counter and floor around cage area.
* Guinea pig water and drip bowl should be checked with each visit to

school. Refresh as needed.

* Keep pet food/supply storage cabinets clean and organized; vacuum as

needed.

* Fish tank requires cleaning approximately once a month. Arrange with Director for first “hands-on” demo of tank and filter cleaning. This will include the removal of approximately 2/3 of the tank water. Keep a large container of water stored under the Room 2 sink. This water will become de-chlorinated and become room temp for future cleanings.
* Periodically, NVNS will host other pets; polliwogs, chickens, butterflies, etc. Discuss special pet needs with Director as they arrive.