
Job Description

Chino Hills Animal Hospital and Pet Resort is looking for a full-time Resort Supervisor. We are searching for an individual who works great with people and pets and can effectively manage a department of 10+ staff members. A Resort Supervisor must have the ability to perform all kennel duties and requirements. This is a great opportunity for someone who is looking for a long-term career and to grow with the company. Applicants must have a minimum of 4 years' experience as a supervisor (leading a team of 5+ people), available to work weekends, and work full-time (40 hours a week).

Duties*:

- New employee training, per training protocol.
- Create and implement protocols and procedures.
- Build team spirit.
- Assist in scheduling employees in your department.
- Work with Administrative Team and other department Supervisors.
- Ability to cover shifts if needed.
- Arrive at schedule time ready for work.
- Support of practice goals.
- Complete documentation on all employee grievances.
- Ensure that employees understand and carry through on any assigned tasks/checklists.
- Maintain professional attitude at all times.
- Daily checklists.
- Keeping hospital and pet resort clean inside and outside.
- Recognizing aggressive behavior.
- Identifying sick animals.
- Multi-tasking.

*Job description may not cover all aspects of your duties.

Requirements:

- 4 years supervisor experience (required)
- 3 years kennel or veterinary experience (preferred)
- 1-year customer service (preferred)
- A high school diploma is required
- A desire to lead a team
- Able to lift 40 pounds
- Stand/be on your feet up to 8 hours
- Work weekends
- Work under pressure

Benefits and Perks:

- Vacation and sick pay
- Generous pet discounts
- 401K
- Health, Vision, and Dental Insurance
- CE (For DVM and RVT)

Please submit a resume and cover letter.