



2nd Avenue Animal Hospital Keyholder Position

The 2nd Home Pet Resort Keyholder will be responsible for various tasks around the facility in addition to their regular duties, including:

1. Carrying a key, knowledge of the alarm codes, arming and disarming the facility, and the opening and closing of the facility.
2. Helping to oversee cleaning and maintenance, as well as deliveries outside of normal business hours.
3. Performing and helping oversee daily procedures.
4. Communicating with management about different issues when manager and assistant managers are unavailable.
5. Helping to ensure that fellow employees adhere to company processes and safety standards.

Keyholder Requirements and Qualifications:

1. Customer and team-focused attitude
2. Communication and interpersonal skills
3. Friendly and approachable
4. Maintain a well-groomed and professional demeanor
5. Adaptable to the constantly changing environment
6. Able to multi-task in the fast-paced environment
7. Open availability, and must be dependable and must be consistently punctual

As an employee of 2nd Avenue Animal Hospital, I agree to fulfill the aforementioned duties, as well as uphold the requirements and qualifications of the keyholder. If I am unable to fulfill these responsibilities, I understand that I can have the position of keyholder revoked.

Date: _____

Key Given: _____

Employee Name: _____

Employee Signature: _____

Manager Signature: _____

Owner Signature: _____