



Bushlands Pet Retreat
Cat and Dog Holidays

Job description – Manager/Person in charge

The proprietor of a boarding facility is responsible for the overall management and conduct of the establishment and for the welfare of the animals boarded therein.

Manager/person in charge of animals must be appropriately experienced and trained in animal care. In particular, the proprietor is responsible for:

1. ensuring that each animal is able to be uniquely identified
2. the well-being of all animals in the establishment
3. the supervision of staff
4. the maintenance and collation of records and statistics
5. supervision of daily feeding, watering, inspection and medication of all animals
6. supervision and examination of animals upon entry
7. the overall level of hygiene in the establishment, including the disposal of waste materials
8. provision of prompt veterinary attention for animals when required
9. notifying owners (or their contacts) as soon as possible when an animal is observed to be ailing or injured or promptly after a veterinarian has examined the animal
10. Ensuring that part 5 of the Act – Boarding of Dogs and Cats is prominently displayed in the reception area of the establishment so that it can be read by all prospective clients
11. Ensuring that the owner signs an agreement where the owner requests the boarder to be housed in shared accommodation
12. Ensuring a plan for emergency situations is in place

Reference: Code of practice for the Operation of Boarding Establishments – Revision 1
Animal Welfare Victoria [Code of practice](#)