

Purr Luxe Resort

Job Description

Position Type: Feline Concierge, Part-Time (10-15 hours/week),

Pay: \$14 (base) + \$2/hr. in tips = \$16/hr.

Location: 1023 1st Capitol Drive, St Charles, MO 63301

About Purr Luxe

Purr Luxe is dedicated to providing exceptional, personalized care in a calm, comfortable, and cat-centered environment. We understand that every cat is unique, and we tailor our approach to each guest's personality, preferences, and needs.

Position Overview

Purr Luxe is seeking a compassionate, observant, and dependable Feline Concierge with hands-on cat-handling experience. The ideal candidate is confident working with cats of all personalities and temperaments—from affectionate and playful to shy, fearful, anxious, reactive, or easily overstimulated.

This position requires patience, sound judgment, and the ability to recognize feline body language and adjust handling techniques accordingly. Above all, our Feline Concierge must respect each cat's boundaries while helping create a safe, low-stress, and luxurious experience.

Key Responsibilities

- Provide attentive, individualized care based on each cat's personality, routine, and comfort level
- Safely handle cats with a wide range of temperaments and behavioral needs
- Read feline body language and recognize signs of fear, anxiety, stress, overstimulation, discomfort, or aggression
- Use gentle, low-stress handling techniques and respect each cat's boundaries
- Feed cats according to detailed instructions and refresh water as needed
- Administer medications when trained and authorized to do so
- Clean and maintain litter boxes, suites, feeding areas, bedding, and shared spaces
- Provide appropriate play, enrichment, affection, or quiet companionship based on each cat's preferences
- Monitor appetite, hydration, elimination, behavior, and overall well-being

- Document care accurately and promptly report health or behavioral concerns
- Communicate professionally and compassionately with clients and team members
- Follow all Purr Luxe safety, sanitation, animal-care, and emergency procedures
- Help maintain the peaceful, polished, and welcoming experience associated with the Purr Luxe brand

Qualifications

- Previous professional or substantial hands-on experience caring for and handling cats
- Comfortable working with cats of different ages, breeds, sizes, personalities, and temperaments
- Demonstrated understanding of feline body language and behavior
- Ability to remain calm, patient, and confident around fearful, defensive, reactive, or overstimulated cats
- Willingness to follow cat-specific handling instructions
- Dependable, detail-oriented, observant, and able to work independently
- Strong communication and customer-service skills
- Able to follow written feeding, medication, cleaning, and care instructions precisely
- Comfortable with cleaning duties and routine exposure to litter, fur, urine, feces, and other aspects of animal care
- Availability for weekends, mornings, evenings, and holidays based on business needs
- Must be able to stand, bend, kneel, reach, and safely lift or carry up to 45 pounds

Preferred Qualifications

- Experience in a pet boarding facility, veterinary clinic, rescue, shelter, grooming salon, or professional pet-care setting
- Training in low-stress or fear-free feline handling
- Experience administering oral, topical, or injectable medications
- Pet first-aid or CPR certification

What We're Looking For

Our ideal Feline Concierge understands that successful cat care is built on trust—not simply completing a checklist. You notice subtle changes in behavior, know when to engage and when to give a cat space, and take pride in making every feline guest feel safe, respected, and cared for.

To apply, please submit your résumé and a brief description of your experience handling cats, including examples of working with shy, anxious, fearful, or reactive cats.

Purr Luxe is an equal-opportunity employer committed to creating a respectful and inclusive workplace.