

Pet Sheltering Supervisor Job Aid

READ THIS ENTIRE JOB AID BEFORE TAKING ACTION

Reports to:	Shelter Shift Supervisor
Reporting to you:	Pet Sheltering Team
General job overview:	Oversees all pet sheltering activities, administers vaccinations as needed, instructs staff in sheltering procedures, coordinates supply orders with Logistics Supervisor
Knowledge and training:	This role is filled by the Cabarrus County Animal Shelter Manager. Pre-requisites for this position are fulfilled through the course of employment.

INITIAL ACTIONS	
<input type="checkbox"/>	Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/>	Review <ul style="list-style-type: none"> • Cabarrus County Sheltering SOG • Pet Sheltering Supervisor Job Aid • Pet Sheltering Team Member Job Aid • Pet Sheltering Rules • Pet Exercise Session Sign Up Sheet • Pet Shelter Registration and Agreement • Pet Shelter Extended Check-Out Log
<input type="checkbox"/>	Establish location of the CAST with Shelter Manager and Facility Representative. (Allow room for placement of CAMEL trailer for storage use.)
<input type="checkbox"/>	Designate pet exercise/relief area with Shelter Manager and Facility Representative
<input type="checkbox"/>	Upon arrival of the CAST coordinate with EM to perform just in time training on CAST operation
<input type="checkbox"/>	Set up Pet Sheltering Intake and Registration Area. <i>Area setup should consist of, at a minimum, a pop-up tent, 1 table with 2 chairs for staff and 2 for clients. Small refrigerator for vaccines, surge protector, CAMEL for storage.</i>
<input type="checkbox"/>	Coordinate with Logistics Supervisor delivery of supplies and vaccine stock.
<input type="checkbox"/>	Post directional signage to pet sheltering area from main shelter entrance.
<input type="checkbox"/>	Post signage indicating exercise and relief areas.
<input type="checkbox"/>	Place trash cans in relief areas and pet waste bag dispenser.
<input type="checkbox"/>	Establish tentative schedule for pet walking times. <ul style="list-style-type: none"> • Schedule should allow for 20 minutes minimum. • Times should be offered early and late morning, afternoon and late afternoon.
<input type="checkbox"/>	Activate and schedule staff to perform in the Pet Shelter Team Member role.
<input type="checkbox"/>	Brief staff on pet sheltering guidelines, staff check in/out procedures and completion of ICS 214 forms at opening.
<input type="checkbox"/>	Create and distribute staff contact list (give copy to Shelter Shift Supervisor as well).
<input type="checkbox"/>	Create and distribute schedule for staff.
<input type="checkbox"/>	Attend opening brief with Shelter Manager.
<input type="checkbox"/>	Distribute necessary forms to staff.

DAILY SHELTER OPERATIONS
<input type="checkbox"/> Sign in and out at the Staff Area, including leaving for breaks.
<input type="checkbox"/> Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/> Confirm all registration forms are completed and stored appropriately.
<input type="checkbox"/> Use software to document feedings, medication administration or any notes.
<input type="checkbox"/> Ensure that no unvaccinated animals are being sheltered.
<input type="checkbox"/> Create schedule for dispensing medication to pets as necessary.
<input type="checkbox"/> Create schedule of feeding times for pets.
<input type="checkbox"/> Maintain and store vaccine stock.
<input type="checkbox"/> Monitor CAST fuel supply for generator, water supply, and wastewater collection daily.
<input type="checkbox"/> Ensure daily inspections are being conducted of area surrounding CAST and pet walking area. <ul style="list-style-type: none"> • Refill waste disposal bags as needed. • Empty trash receptacle as needed. • Pick up pet waste if necessary.
<input type="checkbox"/> Confirm that pet crates are being adequately cleaned.
<input type="checkbox"/> Review feeding and medication logs daily.
<input type="checkbox"/> Coordinate with Logistics Supervisor on any current or anticipated needs.
<input type="checkbox"/> Conduct daily briefing with Shelter Shift Supervisor.
<input type="checkbox"/> Brief staff of any updates to incident/shelter operations
<input type="checkbox"/> Facilitate any issues with shelter pets/clients/staff. Notify Shelter Shift Supervisor if additional assistance is required.
<input type="checkbox"/> Review ICS 214 forms for accuracy and completeness and submit to Shelter Shift Supervisor.

SHELTER CLOSING ACTIONS
<input type="checkbox"/> Attend closing brief with Shelter Manager to receive instructions and timelines for shelter closure.
<input type="checkbox"/> Brief Pet Sheltering Team Members on what cleaning and closing actions will need to be taken.
<input type="checkbox"/> Confirm animals being checked out for the final time from shelter are leaving with all their personal items, food and medication.
<input type="checkbox"/> At shelter closure, process any unclaimed pets into Cabarrus County Animal Shelter.
<input type="checkbox"/> Supervise and complete all actions required to clean the CAST and surrounding areas and return it to its original state.
<input type="checkbox"/> Notify Shelter Shift Supervisor of any damages to the shelter facility, CAST, CAMEL or other equipment that cannot be resolved prior to closure.
<input type="checkbox"/> Turn in all remaining paperwork to Shelter Shift Supervisor or Shelter Manager.
<input type="checkbox"/> Participate in debrief. Contribute to AAR report and Plan of Improvement as requested by EM.

PET SHELTERING SUPERVISOR SUPPLY LIST
Pet Sheltering Setup: CAST, CAMEL, table, chairs, wi-fi, extension cords, power strip, camera, photo printer, diesel for generator, trash cans, trash bags, pet waste disposal bags, cable ties, pet sheltering signage, painters' tape, orange cones, caution tape, refrigerator, vaccines
Client supplies: ID bands for pets, colored wrist bands for owner id, disposable litter boxes, litter, GI food for cats and dogs, food and water bowls, bedding

SHELTER ROLES AND RESPONSIBILITIES

Cleaning supplies: Disposable gloves, 5-gallon buckets, scrub brushes, pooper scoopers, all-purpose cleaner, bleach, paper towel, spray bottles, hose

Office supplies: Pens, notebook, post-its, markers, scissors, stapler, photo paper

Personal supplies: Agency ID, mobile phone and charger, comfortable closed toe shoes, water bottle, snacks, flashlight, handling gloves, first aid kit