

Pet Sheltering Team Member Job Aid

READ THIS ENTIRE JOB AID BEFORE TAKING ACTION

Reports to:	Pet Sheltering Supervisor
Reporting to you:	n/a
General job overview:	Assist the Pet Sheltering Supervisor in the sheltering and care of cats and dogs belonging to shelter clients.
Knowledge and training:	This role is filled by the Cabarrus County Animal Shelter employees and volunteers. Prerequisites for this position are fulfilled through the course of employment and volunteer activities.

INITIAL ACTIONS

- Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
- Review
 - Cabarrus County Sheltering SOG
 - Pet Sheltering Team Member Job Aid
 - Pet Sheltering Rules
 - Pet Exercise Session Sign Up Sheet
 - Pet Shelter Registration and Agreement
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- Assist Pet Sheltering Supervisor in setting up Pet Sheltering Intake and Registration Area
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, CAMET for storage.

DAILY SHELTER OPERATIONS

- Sign in and out at the Staff Area, including leaving for breaks.
- Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
- Complete all registration paperwork at animal intake.
Ensure no unvaccinated animals are admitted to the Pet Shelter.
- Create logs for each sheltered pet to document feedings, medication administration or any notes.
- Dispense medication to pets as per instructions.
- Follow food and watering schedule for pets.
- Document feedings, medication administration or any other items of note in sheltering software.
- Facilitate pet exercise and relief times by bringing dogs to and from the CAST to pet owners.
- Check and clean pet kennels:
 - When dogs are on relief/exercise breaks
 - Cat litter boxes in the morning and evening
 - If additional cleaning is needed.

<input type="checkbox"/> Conduct daily inspections of areas 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"/> Notify with Pet Sheltering Supervisor on any current or anticipated needs.
<input type="checkbox"/> Brief staff of any updates to incident/shelter operations

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"/> Demobilize pet sheltering equipment. <ul style="list-style-type: none"> • Use list below as a guide to ensure all equipment is accounted for. • Clean and disinfect equipment as necessary. • Make note of any disposable items from supply list below that will need to be restocked. • Report any missing or broken equipment to the Pet Sheltering Shift Supervisor.
<input type="checkbox"/> Notify Pet Sheltering Supervisor of any damages to the shelter facility, CAST, CAMET or other equipment that cannot be resolved prior to closure.
<input type="checkbox"/> Turn in all remaining paperwork to Pet Sheltering Supervisor.
<input type="checkbox"/> Participate in debrief.

PET SHELTERING TEAM MEMBER SUPPLY LIST

Pet Sheltering Setup: CAST, CAMET, 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
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