

SMALL ANIMAL

SHELTER

Duties To Be Done



Projects to be done throughout the day as time permits

1. Make sure all animal photos have been taken.
2. Sweep alleys, pick up debris
 - a. When sweeping, keep airborne dust to a minimum, or don't sweep.
3. Scrub any items at our shelter wash area.
 - a. Rinse off all gross (debris, feces, food, etc.) material
 - b. Saturate with Accel and let sit 8 minutes
 - c. Rinse well
4. Collect clean/dry shelter items from wash area
 - a. Return to where it belongs.
5. Empty in shelter trash cans.
6. Food Prep Area: clean, restock, organize
7. Supply Area: clean, restock, organize
8. Cleaning staging area: clean, restock, organize
9. Stage additional supplies
 - a. Carriers, cages, leashes, clipboards, etc.
10. **Other Duties as Required**

Don't Forget Personal Hydration!

Report All Personal Injuries to YOUR Shelter Leader