



WOMEN'S

ANIMAL CENTER

America's First Animal Shelter™

SHELTER TASKS

CLEANING AND ORGANIZING

- Wash Kongs
- Clean the cat carriers in the garage
- Wash bowls
- Laundry
- Spot-check & clean kennels for the dogs in the adoption area (picking up poop, etc.) OR spot-checking and informing staff if you cannot clean it properly
- Spot-check and clean cages for cats in adoption area (cleaning the outside and inside if necessary)
- Fill up water bowls; clean up any rogue kibble
- Provide animals with new towels from the laundry room if current towel is soaked or soiled
- Check to make sure each dog has a walk sheet (on the clipboards outside of the kennels) – if not, you can find news ones in the volunteer cubby and fill in with the dog's name and ID number
- Clean small animal cages in the garage
- Clean litter pans in the garage
- Go through donations in the garage
- Re-stock animal kitchen with wet and dry food for cats and dogs, treats, poop bags, and other useful supplies

ENRICHMENT

- Fill dinner Kongs
 - Dinner Kongs should be filled and frozen before 3 PM each day
 - Extra-Large Kongs are the only ones that should be used for this
 - Use the dog food in the blue barrel in the animal kitchen to fill 1 cup in Kong
 - Add wet food (cans can be found on the left side of the counter) to the top to seal it off and freeze it!
- Small and medium sized Kongs can be used as snacks for dogs (peanut butter and treats), but they should be given out immediately after making them (should NOT be frozen)
- Make sure treat buckets in front of dogs' cages are filled before we open for adoption
- Break up soft treats for the dogs' treat buckets outside of their kennels – can be stored in Tupperware containers on counter so they don't go stale
- Hand out cat toys from the bin on the shelf in the cat adoption room
- Making peanut butter ice cream sandwiches for dogs
 - Take two Milkbones, spread peanut butter in the middle of them and squeeze them together, then freeze them!

PLEASE NOTE:

- There will be times where Community Service Volunteers are here for their needed hours and certain tasks will be taken care of on those days. Please be aware of other volunteers in the shelter.
- you must attend an animal handling session before you can open cages to interact with shelter animals