

Kennel Assistant Training Checklist



1) Administrative

- Sign in and out each time you volunteer in the white binder

2) Important numbers & contacts

- St. Sophia's Main number (leave a message): 847-773-7639
- Lauren – Operations Director 630-802-7389
- Vanessa – Adoptions Coordinator 630-903-8765

3) Safety Issues

- Dress: Close toed shoes, no jewelry or loose clothing that paws & claws can catch on
- If there is any type of incident involving you or the cats, contact St. Sophia's main # immediately. If there is any kind of accident in the store or a safety issue, let store Management know immediately.
- If you notice that one of the cats has a medical issue or behavioral issue leave a message on the main number with the details and note in the observations log in the volunteer notebook

4) Where is everything?

- Water (cleaning + drinking)
- Laundry (washer + dryer)
- Supplies (cleaning, PR, and other)

5) Cleaning

- **Move cat to one side** (use cage barrier provided).
- **Brush out** any food & litter on the bottom of the cage.
- **Wipe down** entire interior and exterior of cage with disinfectant wipes. Dry cage interior with paper towels.
- Shake out **bedding** & check for cleanliness. Replace with clean bedding as needed and put dirty bedding in laundry room.
- Clean **litter pan** using scoops and plastic bags. Replace litter as needed. Box should be filled about half way. ****Check with Manager about were to toss waste!*
- **Wash** out food & water bowls. Provide clean **water** and ½ cup of **food** per cat.

- **Replace** bedding, litter pan, food and water in cage. Make sure each cage has a few toys.
- Please return all cleaning items to their proper locations and leave the St. Sophia's area as neat as possible.
- Sweep floor around and under cages (to the best of your ability).

6) What if we are out of something?

- Leave message (or text) on main number if we are out of cleaning supplies or food
- If you are given the authority to purchase something on behalf of St. Sophia's, keep your receipts to be reimbursed

- If you purchase anything as a donation to St. Sophia's, keep your receipts for tax purposes and mail copy to St Sophia's for budget purposes

7) **Socializing the cats**

- Check with employees to see what options are for letting the cats out to stretch. Often if the grooming area is not in use, you can use it. ALWAYS ASK before using, do not assume!
- If a cat does get loose, let employees know immediately so that they can shut the automated doors so that the cat can't get outside.

8) **Interaction with the public/customers**

- Hand out pamphlets and cards to anyone interested in adopting. These and adoption forms are available in the supply area, or on the side of the cage system. Adoption forms can also be filled out on our website.
- Familiarize yourself with St. Sophia's website. Most questions from the public revolve around prices for adoption, surrendering cats, what to do with strays in their neighborhood, and other cats available for adoption. Answers to all these questions can be found at **www.StSFF.org**.
 - **If you do not know an answer**, refer them to the website or our main number. Ask them to leave a message and someone will return their call as soon as possible. DO NOT, under any circumstances, make something up
- Remember that we are the store's guests. Please be polite to their customers, attempt to find someone to help them if they are looking for an item to purchase, and leave the area cleaner than you found it

Thank you for your time and efforts to help our forgotten felines and to help make St. Sophia's successful.