

COMMUNITY SERVICE TASK SHEET

Keep this on you while working for your reference.

Kennel staff will set you up with specific tasks (Staff in Red Shirts). As this is a fast paced work environment, kennel staff often times will be unavailable. It is your job to keep busy between designated tasks. **Loitering will not be tolerated.**

Make sure the following is completed:

***Laundry-**Fold all dry laundry, clean and sweep laundry area.

***Garbage-** check garbage's in the: intake room, lobby, two lobby bathrooms, cat rooms, main dog room, auditorium, auditorium bathroom, and laundry room. If the garbage is full, or if it has any animal waste in it, please take it out to the dumpster.

****Remember to always replace bag****

***Recycling-** take out recycling in auditorium and intake room. Ask staff where to put recycling.

****Remember to always replace bag****

***Sweep-** Check the intake room, hallways, lobby, two lobby bathrooms, cat rooms, auditorium, auditorium bathroom, and laundry room. When sweeping, be sure to move things around to sweep under items. –if floor is very dirty, it should also be mopped.

***Dishes-** The first time you will need to be instructed on how to wash our dishes. After that if you see dirty dishes in the sink please wash them.

***Mop buckets-** Check mop buckets in intake room. If the buckets are dirty and full please dump down the drain. If the bottoms of the buckets are dirty please wash them out.

***Lobby-** Make sure lobby is swept and mopped. Rug in front of front door should always be swept and clean of debris. If mopping during normal business hours when we are open to the public, be sure to put “wet floor” sign out.

***Clean Intake room-** wipe down counters and cabinets.

***Clean Bathrooms-** clean mirror, sink, toilet and floor.

***Stock Bathrooms-** check that lobby bathrooms have toilet paper and paper towels. (Supplies are in auditorium bathroom)

***Clean shelter-** If you see any messes, animal waste, debris or garbage on the floor please clean it up.

***Outdoors on grounds –** Pick up trash along tree and fence lines and in parking lot. Empty trash near Auditorium doors (2) and be sure to replace bag if you empty trash. All trash goes to dumpster.

If you have any questions please ask.

******No animals will be handled in any way or taken out of their cages, unless prior management approval has been established. ******