**Volunteer Cat Room Attendant**

A visitor wants to learn more about a particular cat. What should I do?

1. If you aren’t sure which cat it is, please retrieve a microchip scanner from the lobby. Press the button down and scan over the cats back until a number appears. Compare this number to the microchip numbers listed on the cat kennel cards. Please return the scanner to the lobby.
2. If the cat is an adult, check their folder in the silver filing cabinet in the lobby. There may or may not be surrender information from the previous owner. There is a binder in the cat room entry way hanging on the screen that has bios on most of the cats. There are also volunteers who know a lot about the cats like Jan, Judy S., Christopher, and Kenneth. If they are there feel free to ask them.
3. If he or she is still interested, please give them an adoption application and clipboard/pen from the lobby to fill out. When completed please direct the individual to the front desk.
4. Encourage the interested adopter to interact with the cat, or help them find a toy to play with, etc.

A cat made a mess, how do I clean it up?

1. If the mess is on a blanket or bed, shake off what you can into the trash and then place the item in the dirty laundry basket in cat iso. If it’s on the floor or shelf, use the appropriate bottle of cleaner and paper towels to clean up the mess. Please ask a staff member if you have any questions.

What side duties can I complete when I’m not assisting potential adopters?

1. Fill water bowls in the sink and replace.
2. Scoop the cat boxes midafternoon if no one else has done so. There should be a litter scoop hanging on trashcan, or by the sink. Just scoop into a garbage bag. Never use the same scoop in multiple cat rooms. Bags of used litter can be disposed of out in the dumpster.
3. Please interact and socialize with the cats if you are comfortable doing so.
4. Check if the outdoor cat patio needs swept.

Please be aware of the following policies so you can answer questions

1. We do not typically adopt out our cats to live as outdoor cats. We do have a barn cat program so please direct them to the front desk.
2. We highly discourage declawing except as a last resort, please direct interested individuals to cats who are already declawed if they require it.
3. Most cats can be successfully introduced to resident cats slowly and should be typically kept separate in a small room initially. If they have questions about introducing new cats please direct their question to a front desk employee or knowledgeable volunteer.
4. If the adopter is a renter, we do check with the landlord regarding pet policies.