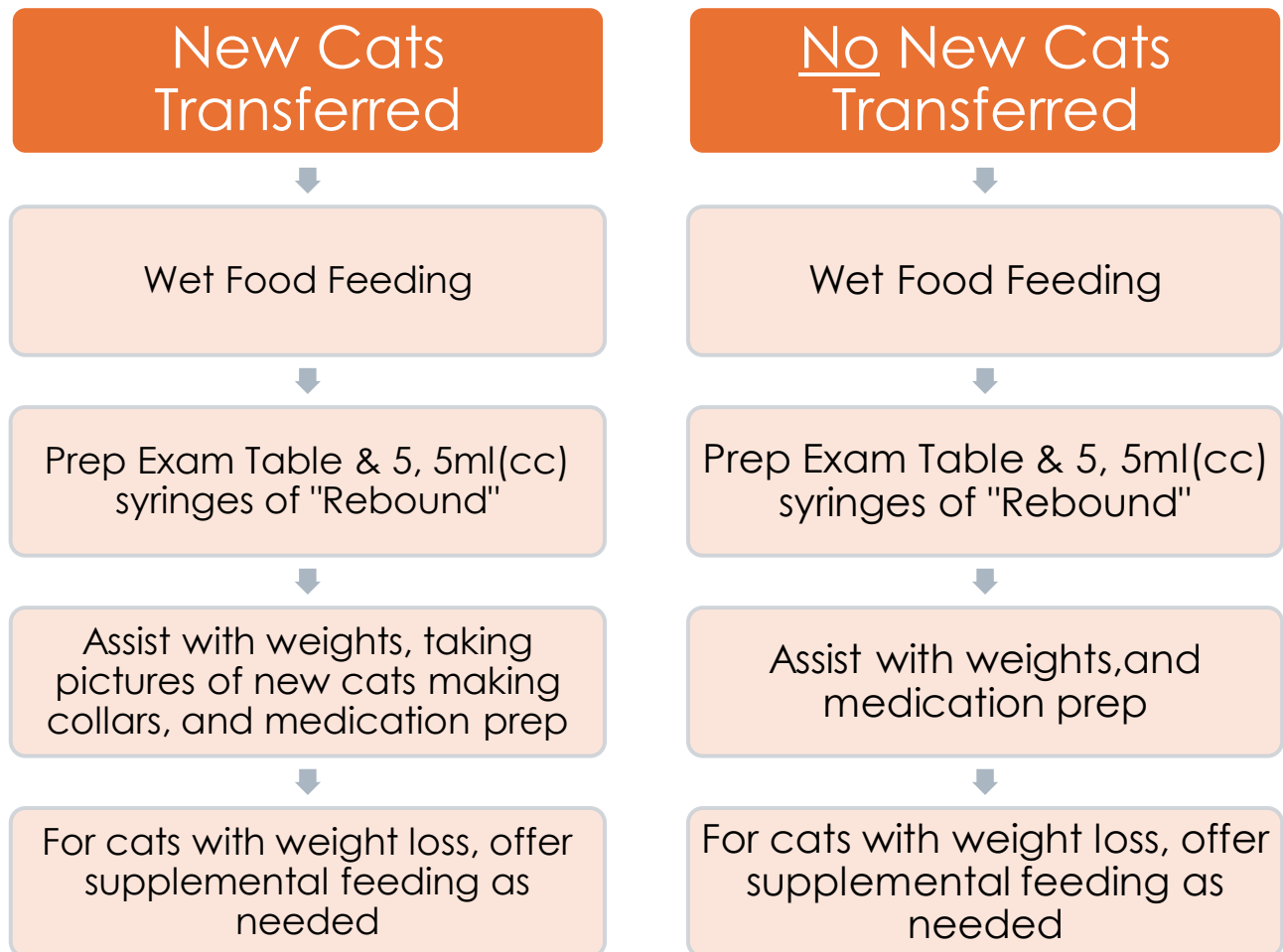


The AM Cat Care Assistant will be working alongside a staff member for this assignment in the morning care of cats at the café. Tasks that volunteers will be assisting with include:

- Helping with daily inventory-helping finding cats who may be “hiding”
- Helping with taking pictures (only for new cats being brought over)
- Helping to make collars (for new cats and/or replacement as needed for cats currently at the café)
- Helping with AM Wet Food Feeding
- Helping with weights and prepping medications

Getting Started- Order of Tasks

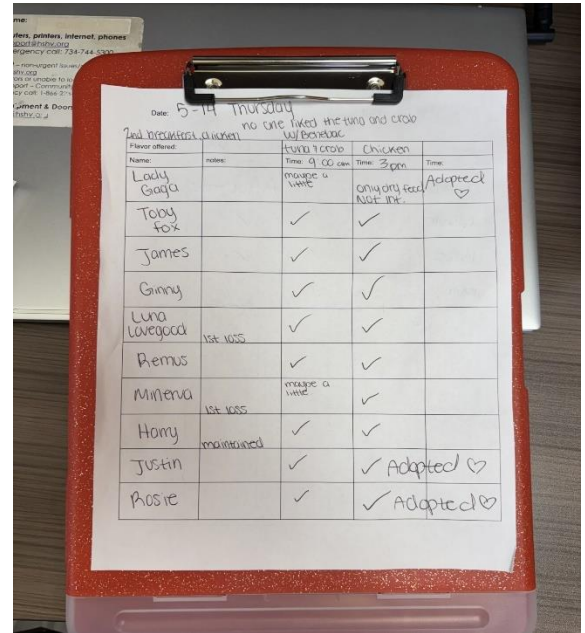


AM Wet Food Feeding Directions

1. Wash your hands before beginning.
2. Write each cat's name on the food tracking chart located inside the orange clipboard.
 - o The clipboard can be found at the front desk.
3. Gather Supplies from Back Room
 - o Metal mixing bowl
 - o Mashing utensil & spoon
 - o A tray
 - o Enough plates for all cats and kittens
4. Prepare the food:
 - o Small cans: 1 can per 2 cats/kittens
 - o Large cans: 1 can per 4 cats/kittens

Food textures and styles may be mixed together as long as the flavors are the same or similar.

- o **Example:** Salmon pâté may be mixed with salmon shreds, broth, and salmon gravy varieties. **Brands and textures do not need to match, but the flavors should.**



- **Do not add water to food.** Our goal is to encourage strong appetites, so offering food with the most smell and flavor helps make the meal more appealing to the cats and kittens, instead of watering it down.



5. Bene-Bac may be added to the food mixture as needed:

- 1–5 lbs body weight = 1 level teaspoon
- Approximately one scoop per cat (scoop is inside Bene-Bac tub)
- Gently combine the food in the large mixing bowl until just mixed. Do not overmix.

6. Scoop one heaping spoonful of food onto each **plate**.

7. Distribute the plates to the cats and kittens. Multiple trips are okay if needed.

- Place each plate directly in front of the cat or kitten.

8. After all food has been served, make several rounds to monitor everyone eating.

- Write a check mark or “some”, “most”, or “all” on the chart once you observe them eating.
- If a cat or kitten does not like the offered food, you can try a different flavor or texture directly from the can.
- Note any food preferences, concerns, or behaviors on the chart.



Give yourself a big pat on the back for doing a great job helping our kitties!

Preparing for Weights & Medications Supplies Needed (All located in the kitchen)



- Towel
- Scale
- Caddy with Syringes & meds
- Disinfecting wipes
- Med Sheets (from staff)
- Daily Inventory/Weigh-In Chart (from staff)
- Collars (pink-female; blue-male)



Towel Storage, grab extra from back room as needed



Exam table set and ready!



Assisting with Medications & Weights

Please note that staff will administer medication. Volunteers will help in drawing up & setting out medications, locating cats, and recording information.

TLC Daily Inventory and Weigh-In Chart
printed: 5/13/2026 09:00 AM

Inventory		Microchip#	Name / Animal#	Last Weight	Weight	Comments	Food Preferences	Location Preferences	Recheck?			PetPoint entry	SVT notified
AM	PM								Wt	Incision	Rebound		
		98102006343583 8	Churno A0060935935	2.64 pound	2.44	day 5, re. minterz			-	✓	✓		
		94101000592771 6	Ginny A0060594987	2.31 pound	2.30	gain			+	✓			
		94101000588917 2	Harry A0060594982	2.63 pound	2.74	gain			+	✓			
		94101000590990 7	James A0060594988	2.79 pound	2.78	1st loss, rebound			-	✓	✓		
		94101000594373 1	Justin A0060309161	2.52 pound	2.50	gain			+	✓			
		94101000595342 5	Kesha A0060932713	1.98 pound	2.04				+	✓			
		94101000593271 4	Lady Cagat A0060932716	2.32 pound	2.32	tobra maintained, rebound			=	✓	✓		
		94101000590485 7	Luna Lovegood A0060594986	2.30 pound	2.44	gain			+	✓			
		94101000596874 5	Minerva A0060594983	2.17 pound	2.24	gain			+	✓			
		94101000589811 0	Phelix A0060558838	1.94 pound	1.92	2nd loss pan, marg. re. fvrp vaccine			-	✓	✓		
		94101000590654 5	Piper A0060558837	2.32 pound	2.40	gain, fvrp vaccine			+				
		94101000598505 8	Remus A0060594985	2.58 pound	2.62	gain			+	✓			
		94101000589132 8	Rosie A0060309160	2.22 pound	2.32	gain, Amoxiclav			+	✓			
		94101000595693 9	Toby Fox A0060932710	2.42 pound	2.40	gain			+	✓	rebound		

page 1

Filling Out the Daily Inventory/Weigh-In Chart

1. Help staff as needed in locating the cat to be weighed. Once located, check the **"AM"** column on the far-left hand side.
2. When staff reads off a cat's current weight, write that number in the **"Weight"** column
3. Look at the **"Last Weight"** column and in the **"Comments"** line indicate if there is loss (-) or a gain (+) or a maintain (=). You will also indicate if it is a 1st day or 2nd day loss
 - a. If a 2nd day loss, staff will indicate how much rebound will need to be given. Use a syringe and draw up the amount needed and hand to staff. Indicate Rebound was given by checking the **"Rbd"** column
 - b. Any weight losses are highlighted
4. Staff will also check the incision of cats who has surgery recently, indicate that has been checked in the **"Incision"** column
5. Be sure to return the completed chart, along with the medication sheet, and inventory sheet back to staff.

Medication Sheet Example

Medical Care Express

Print Date: Wednesday, April 9, 2025

Parameter List

Intake Type	All	Performed By	All	Animal Type	All
Intake Sub-Type	All	Assisted By	All	Animal Species	All
Intake Site	All	Created By	All	Breed	All
Intake Jurisdiction	All	Updated By	All	Current Site	All
Intake Date From		Lot Number		Current Stage	All
Intake Date To		Manufacturer		Current Location	Cafe - Tiny Lions
Emancipation Date		Product		Animal Status	All
Item Site	All	Outcome Type	All	Animal Body Part	All
Record Type	All	Outcome Sub-Type	All	Based On	Status and Status Date
Record Sub-Type	All	Outcome Site	All	Based On Date From	4/10/2025 12:00 AM
Item Group	All	Outcome Jurisdiction	All	Based On Date To	4/10/2025 11:59 PM
Item Name	All	Outcome Date From		Based On Status	All
Group By	Item Group	Outcome Date To		Animal Tag Type	All
Route	All	Altered	All	Container Number	
Gender	All	Method	All	Test For	All
Test Result	All				

Record Type	Medical Care	Status	Review Date	Test For	Animal #	Animal Name	Gender	Animal Stage	Animal Location	Sublocation
Record #	Provider	Status Date/Time	Medical Care Instructions	Test Results	Color	Animal Type	Altered	Last Weight	Animal Site	Container Number
Medication					Distinct Medical Care Items: 2		Unique Animals: 1			
Exam	SA-Tobramycin	Scheduled			A0058240286	Kathy	F	Available	Cafe - Tiny Lions	Tiny Lions
M0081518784	Courtesy White, DVM	4/10/2025 7:00:00 AM	1.00 drops 2 x's every 1 day(s) Topical for 7 Days 12 of 14			Cat	Yes	7.12 pound		
Exam	SA-Tobramycin	Scheduled			A0058240286	Kathy	F	Available	Cafe - Tiny Lions	Tiny Lions

Page 1 of 2



We can see on the above medication sheet that the cat Kathy is on Tobramycin. You would check the upper cabinet in the kitchen to locate this medication and place it on the exam table prior to getting started with weights & medications.

Taking Photos & Collars

If a cat/kitten is new to TLC they will need both a photo and collar made.

- Grab a collar from the counter and write the cat/kitten's name on the collar. You may need to assist staff putting the collar on.
 - There may be times during the weight check process that a cat/kitten needs to have a new collar made as the existing one is ripping/crumbled.
- For photos, most often, staff will be holding the cat/kitten and staff will provide the device to take the photo. Here are some tips:
 - If possible, try and take 3 good, clear shots of the animal. Ideally, you'll have a head shot, a body shot, and a fun shot (e.g., smile, stretch, playing, etc.)
 - Avoid photographing cage bars and litterboxes, and try to get "soft eyes and mouth" (e.g., not scared or wide pupils).

Extra Time During Your Shift?

Here are some additional “tasks” that you can help with 😊

- Help with unwrapping syringes (any size **except** 1 & 3cc's with needles).
- Reload syringes in medicine caddy and towels in kitchen
- Take empty cat carriers from the kitchen to the back room
- Go back through the café and pick up dirty dishes, bring to sink in the kitchen. If time, rinse and load into dishwasher



Bring extra towels from back room to this shelf for restocking

Cabinet with extra syringes for unwrapping

Cats who have lost weight-can do this **BEFORE** the café opens

- Place in office (quiet area) and offer food variety **DIFFERENT** from what was offered during the morning
- Could offer wet food, churros brand treats
- Sit in the room with the cat(s) and encourage them to eat
- Note any observations on the “food tracking sheet”