Cat Cuddlers Job Description

1. Cat Cuddlers work from 12:00 noon to 3:00 p.m. Monday through Saturday. First-time volunteers must sign the volunteer agreement and go through training with Deb King and CC trainer.

2. Park up the hill from the AC unless you have a problem walking up the hill. If it is raining hard, park next to the building and move your car later if the rain lets up. If the weather is going to be bad and the AC is going to be closed, Deb King will notify the CCs of the day.

3. Hang your coat up in donation room and put your purse, lunch, etc. in bottom left drawer of the black cabinets in the same room. If you need to refrigerate your lunch, you may use the refrigerator in the utility/treatment room. Use the one on the right end of the counter. The one on the left end is for animal drugs and food.

4. Aprons are available in a laundry basket on top of the washer/dryer.

5. Cage Cards:
   a. Read the cage cards (white sheets in plastic) on each cage to learn about the cat. Read it each time you go in as data may have changed since the last time you were there.
   b. At the bottom left of the cage card, each cat is coded as one of the following: Drop off, friendly stray, trapped or surrender.
   c. Check for special instructions on the colored cards (biter, do not let out of cage, health problem, feed special food, diabetic, etc.).

6. Cage Cleaning:
   a. If it is necessary to do any cleaning, you can pull out the dividers and put the cat on one side while you clean the other. You should never have to do more than clean the litter boxes ONLY IF THERE IS SMELLY POOP.
      i. Cats get the clumping litter. Kittens 6 moths and under, get the clay litter.
      ii. Use the scoop in the blue box on top of the cage assigned to the cage number. If the scoop is dirty, remove and replace with a clean scoop from the clean scoop bucket on the TV tray. Put the dirty scoop in the dog bath sink to be washed.
      iii. There is a large garbage can on wheels in the kennel area for used litter. Also, plastic bags which can be used for litter are stored in the bathroom behind the door.
      iv. The litter box should NOT be put under the shelf but placed on the back wall on the opposite side of the shelf away from food and water.
      v. Clean the water bowl if it is contaminated. Put the water bowl in the holder without water then use the red water jug stored on the stand just outside Kitty City’s door to refill the water dish through the bars.
   b. Do not put rugs and beds in the wash unless they are covered in poop or smell of urine. Cats go by smell, so keeping the same rug and bed smell does not stress out the cats.
   c. Do shake the litter off the rugs.
   d. Brush the cat with its own brush. It will be in the box above the cages with the litter scoop.

7. Feeding:
   a. All food, wet and dry, is kept by the ACOs. If there is not enough wet food on hand, let the ACO know.
b. The Animal Control Officers take care of the morning feeding for all cats. Do NOT fill the bowls with dry food unless there are special instructions on the orange card to feed it in the afternoon. CCs are responsible for afternoon feedings of wet/canned food only.

c. If a cat consistently runs out of dry food by the afternoon, let Sue Luse know.

d. Wet food is fed around 2:00 p.m. Feed each cat **1 heaping teaspoon (1/5 of a can)** of Fancy Feast. *Only kittens 6 months or younger get the Fancy Feast kitten food.* This is not intended to be a meal, but a treat to help them digest their food. As they are enclosed in cages they are not getting a lot of exercise to work off their food. One of Sue Luse’s priorities is to make sure they do not get fat which can cause health problems.

   i. Sprinkle 1 scoop Lysine on the food of all cats and ½ scoop for kittens 6 months or younger unless orange card says not to.

   ii. Some cats may get fish oil (instructions for this will be on the orange card). Poke a hole in the end of the capsule and squeeze on top of their food.

   iii. Some cats may be on a special diet and need some dry food in the afternoon. This food will be on top of their cage.

   iv. Other cats may be on a wet food diet and need more than the 1 teaspoon (i.e., ½ can). This will be on the orange card.

8. Take cats into Kitty City which has been turned into a play room. Refer to the Kitty City instruction sheet.

9. Fill out “*What You Need to Know About Me*’ form as you cuddle a cat. Refer to the instruction sheet.

10. Any time you are handling a cat or cleaning its cage, observe the cat. If it is trying to get away from you, just talk to it. If it doesn’t want you to pet or brush it, don’t. Watch the demeanor of the cat and how dilated its eyes are.

11. If a cat escapes from its cage and goes under the cage, **DO NOT USE A BROOM OR STICK TO RETRIEVE THE CAT.** Either move the cage out or get one of the ACOs to help.

12. Wash your hands between cats so you don’t smell like another cat and you won't transfer illnesses. If you would like to wear gloves while cleaning, there is a supply in the utility/treatment room.

13. Observe cats for signs of illness (i.e., runny eyes, sneezing, one eye not open as wide as the other, nasal discharge, etc.) Notify Sue Luse of any observations. Check the cage cards as the symptom may be normal for a cat.

14. At the end of the day, put the dirty apron in laundry basket on the floor near the washer/dryer.

15. Check cage doors to make sure they are latched properly. Certain cats and kittens are escape artists. If there is a tie or carabine on the door latch, be sure to replace it when done with that cage.

16. If you cannot work on your scheduled day, call or e-mail another volunteer (list of volunteers can be found at [http://hsvawl.org/ac-volunteers.html](http://hsvawl.org/ac-volunteers.html)) If you cannot get a sub, call or e-mail Mary O’Neill at cnmoneill@gmail.com or 501-922-6405.

17. Contact Deb King at 281-216-1925 if you have not heard anything about closing the AC due to bad weather.