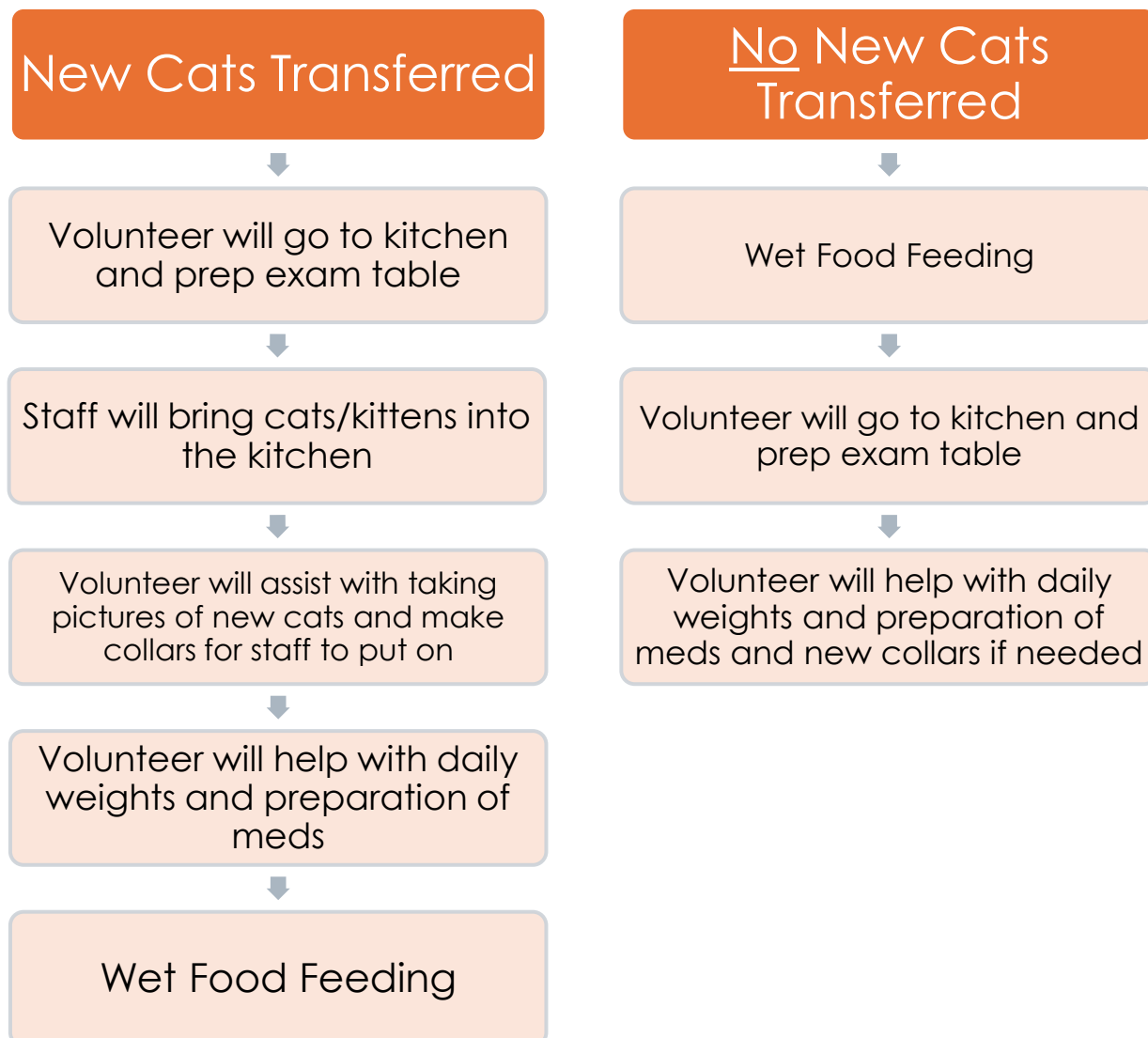


The AM Cat Care Assistant will be working alongside a staff member for this assignment in the morning care of cats at the café. Tasks that volunteers will be assisting with include:

- 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



TLC- AM Cat Care Wet Food Feeding

Please note: This task is part of the AM Cat Care Assistant shift

START:

- ✓ Wash your hands

STEPS:

1. Ask staff how many adult cats and kittens we have. There will be a Feeding Tracking Sheet and you can ask for the daily inventory sheet to be able to identify the cats (located at the front desk)
2. Set aside the number of small bowls equal to the number of cats.
3. Grab cans of adult food and kitten food depending on the number of each
 - a. You will want approximately 1 oz per cat (~ 1.5 tablespoons)
 - b. If kittens and adults are kept separately, mix adult food and kitten food separately. If kittens and adults are mixed you may combine all food and distribute evenly (in this case, try to use an all life stages food variety).
 - c. Try and stick to the same brand/flavor and cats will usually prefer pate style over shreds.
4. Grab a large bowl to mix in. We have large stainless steel mixing bowls, but large food bowls will work too.
5. Add small amount of water, $\frac{1}{4}$ - $\frac{1}{2}$ cup depending on the amount of wet food. The food should be wet and mushy, but not soupy!
6. Mix with fork or potato masher.
7. Evenly distribute the wet food among the small bowls from step 2
8. Place bowls on a tray (located on the laundry counter) and carry out to the cats (you can make multiple trips as needed).
9. Place 1 bowl directly in front of each cat. Ask staff if you can't find all of the cats. If any cats are fighting over food, move the bowls further apart and direct the cats to them.
 - a. Mark on the feeding chart who has eaten some food with a check mark or a dash if the cat did not eat.

END:

- ✓ Return to the back room and rinse out the mixing bowl/utensils and add them to the grey dirty dish bin at the bottom of the dry food cart.
- ✓ Rinse out cat food cans and place in recycle bin.

Wet Food Feeding

- 1.) Unload the dishwasher if needed (located in the kitchen) you will need 15-20 small bowls, a masher or fork, and a large stainless mixing bowl. All other dishes can go on the food and water cart in the back room.



Big Stainless Bowl



Masher Utensil

3 large or 6 small cans of pate style wet cat food.

Pate style is preferred, but if we are low on pate, you can use the gravy-style to supplement.



- 2.) Empty all cans into the bowl, rinse the cans and place in the recycle bin.

- 3.) Add hot water to soften/moisten, .25-.5 cup depending on the number of cans you used.

- 4.) Mash to mix.

- 5.) Rinse masher and leave in sink for washing.

- 6.) Depending on how many cats are in the café, use 15-20 bowls to evenly put food into.
 - If there are kittens, staff will do feeding: [CCP-010-Kitten Setup and Care](#)

- 7.) Get a tray and put all of the bowls onto it. You might have to make 2 trips! **Now you are ready to feed!**

- 8.) Give all felines a bowl of food. Try to make sure each cat gets one bowl of food and other cats aren't hording all the food to themselves.

- 9.) Using the Daily inventory sheet and the Feed Tracking Log (located at the front desk), help staff in identifying who has eaten and who is not.



Feeding Tracking Sheet
Date: 4/19 (Thurs)

Times Fed:

Kitty Name	Weight +/-	10:00	1:00	3:00	5:00	6:30
Food Flavor Given	Beef					
BEEFY						
BUNGO	Dry ✓					
Elmyra	—					
FILIBERT	—					
KATHY	✓					
MAMI	✓					
MRS. FLUFFERS	—					
SQUEAL -k	✓					
SUMI -k	✓					
TEEGER	✓					
TIMOTHEE	✓					
TINKERBELL	—					
(12)						

(12)

MRS. FLUFFERS & Mami
eating Purina Kitten Chow
leave 2-3 bowls out
*STAFF responsible for
refilling these bowls





Please offer 2nd option to ANYONE w

Indicate the primary “Food Flavor” given. As reminder try to stick to all one brand/ flavor and pate is usually preferred. In this example, “Beef” flavored food was primarily used.

Filling out the Feeding Tracking Sheet:

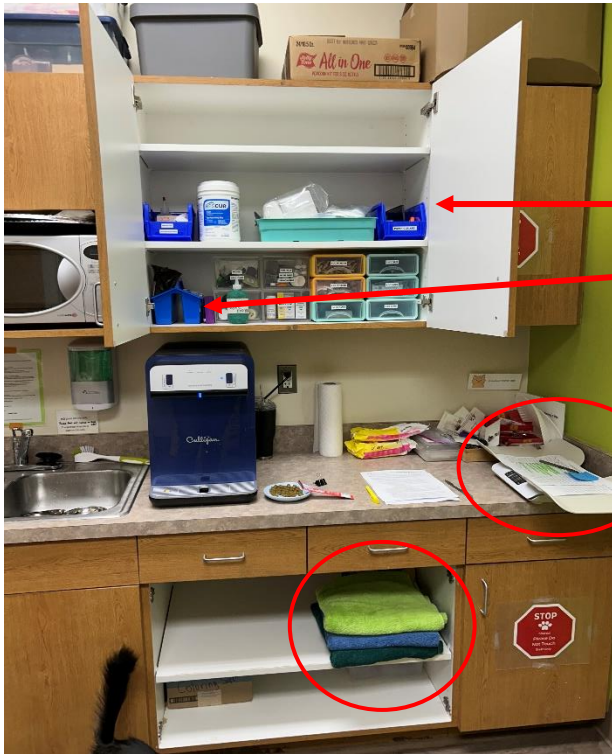
- Check Mark indicates cat is eating
- Dash indicates cat is not eating

TLC Daily Inventory
printed 4/19/2018 11:22 AM

NAME	DOB	ADDRESS	Species	Color	Gender	Age	Color in Coll	Weight	Threat/ID
18-K SUB/2018 04-30 PM		ADDRESS	Arab		Female	10 years	20180430-1218	10.00	00000000
									
		ADDRESS	Arab		Male	10 months	20180430-1218	10.00	00000000
									
		ADDRESS	Arab		Male	10 months	20180430-1218	10.00	00000000
									
18-K		ADDRESS	Arab		Male	10 months	20180430-1218	10.00	00000000
									

Daily Inventory Sheet-
Helpful in identifying cats

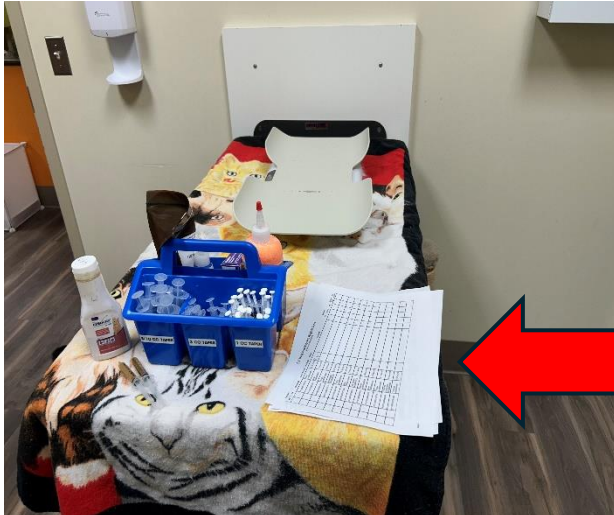
Preparing for Weights & Medications Supplies Needed (All located in the kitchen)



- Towel
- Scale
- Bin with Collars
- Caddy with Syringes
- Rebound (located in the refrigerator)



- Med Sheets (from staff)
 - Gather any meds needed (see example below)
- Daily Inventory/Weigh-In Chart (from staff)



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: 4/10/2025 09:00 AM

Inventory		Microchip#	Name / Animal#	Last Weight	Weight	Comments	Recheck?			PetPoint entry	SVT notified
AM	PM						Wt	Incision	Rdb		
✓		941000031192025	Beefy A0058244627	9.29 pound	9.64						
✓		941010002863891	Bingo A0058244601	7.46 pound							
✓		941000028860753	Elmyra A0058232948	8.24 pound	8.07	- .17 2 nd Day	✓		✓		
✓		941010002912419	Fillberdagibit A0058091465	6.81 pound							
✓		941010002975748	Kathy A0058240286	7.12 pound	7.63	+ .51	✓	white check			
✓		981020053773525	Mami A0058244658	7.04 pound	6.97	- .07 2 nd Day	✓		✓		
✓		941000031192572	Mrs. Fluffers A0058213223	8.41 pound	8.44	+ .03	✓	✓			
✓		941010002957246	Squeal A0058247394	2.28 pound	2.33	+ .05	✓	✓			
✓		941010002945738	Sumi A0058088552	4.28 pound	4.17	- .11 1 st Day			✓		
✓		981020053432765	Teeger A0058244593	6.14 pound							
✓		941010002895426	Timothae Chalameow A0058234450	10.10 pound	10.93	+ 0.83	✓	✓			
✓		941000031191968	Tinkerbell A0058244661	8.27 pound							

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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 (+) and what the difference is. 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 **"Rdb"** 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 Result	DOB	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	Courtney 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

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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 bin 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).