



4 PAWS Spay & Neuter Clinic

"Reducing pet overpopulation, one spay & neuter at a time"

4PAWS Spay & Neuter Clinic Volunteer Task List

Volunteers play a vital role in assuring the safety and wellbeing of our patients as well as the overall daily flow here at 4PAWS Spay & Neuter Clinic. The task list below indicates what we will train volunteers on. As a volunteer, if you are not comfortable or unable to complete any task that is listed, please let us know and we will be happy to make accommodations! We appreciate your interest in volunteering with our team! Thank you!

- **The Recovery of Animals:**
 - Monitor Patients post-op to watch for distress or signs of complications. Make surgical staff aware of any patients you are concerned about
- **Cleaning and laundry**
 - Cleaning and preparing kennels for patients when they come out of surgery
 - Cleaning prep table, v-tray, and wipe off the sensor for pulse ox between animals
 - Washing, drying, and folding regular and surgical laundry (towels, sheets)
 - Switching laundry from washer to dryer
 - Putting laundry away in appropriate locations
 - Folding surgical towels and preparing pack wraps
 - Putting together e-collars
 - Cleaning kennels at the end of the surgery day
 - Cleaning food bowls
 - Cleaning sicks
 - Spray, soak, and clean counter tops
 - Rice socks – clean, refill, maintain
 - Scrub, rinse, and soak endotracheal tubes
 - Hang endotracheal tubes to dry
- **Restock clinic with Supplies**
 - Preparing newspapers for kennels
 - Opening and labeling syringes
 - Restocking towels in dog room, cat room, treatment, and surgery
- **Instruments**
 - Cleaning instruments
 - Run through ultrasonic cleaner and milk bath
 - Preparing and wrapping surgical packs
- **Administrative Tasks**
 - Prepare clipboards for next appointment dates
 - Print appointment documents
 - Highlight client packets for net appointment date

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www.4PawsClinic.org

