

COURT MANDATED COMMUNITY SERVICE WORKER

ORIENTATION CHECKLIST

We want to protect you, the shelter and the town. So please pay close attention to your orientation and initial as we go through each item with you. Please do not hesitate to ask questions...we always value your input!

All Incidents must be reported to the Director or Supervisor on Site. A written report will be required with your signature. _____

Please note that CMCS workers can be dismissed due to consistent tardiness/no show, not wearing appropriate clothing, rule breaking, fowl behavior, etc _____ This is not an all inclusive list. If a staff member feels your behavior is inappropriate we will discuss it with you as accordingly. _____

DOGS

CMCS Workers are NOT permitted inside DOG CAGES with DOGS AT ANY TIME _____

Blue Door to Playyard must be completely shut when taking dog out _____

No outside food or treats to be given _____

Do NOT Put fingers/hands inside/under cages at ANYTIME _____

Only one Dog out at a time(unless otherwise given permission) _____

Permission must be obtained before walking any dog _____

Dogs must be walked on leashes while out in front _____

Do not bear hug dogs while walking/playing with them _____

Walker must clean up poop after dog _____

Volunteer must put all dog toys in bucket when done playing outside _____

You must stay on Animal Shelter Property with dogs _____

Shown how to properly put a dog on leash from cage _____

Shown how to properly secure dogs while cleaning cages _____

Learned how to clean and disinfect cage back & scoopers disinfected _____

Learned how to clean and disinfect cage front _____

Water buckets must be cleaned/filled/bedding & toys replaced _____

Shown where dog toys & clean bedding are _____

Shown where dirty items go _____

CATS

Some cats are temperamental please ask a staff member before handling _____
Please get updated to the cats each time you work: some go on medications and can not be let out or handled _____

Mama cats and her kittens are to only be handled by staff unless you have specific permission _____

Permission must be granted by a staff member to let cats out of cages _____

No outside food is to be given _____

Shown how to properly secure cats while cleaning cages _____

Learned how to clean and disinfect cage _____

Cat bowls, litter boxes and bedding filled replaced or cleaned _____

Shown where cat toys/litter/ clean bedding are _____

Shown where dirty items go _____

OTHER COMMUNITY SERVICE RESPONSIBILITIES

Cleaning dishes _____

Mopping/Sweeping Floors _____

Cleaning Up any leftover dog poop in Playyard or out front _____

Filling Bins _____

Moving Carriers to Shed _____

Cleaning Cruiser/Van _____

Folding Laundry/Putting Washer/Dryer on _____

Organizing bedding towels etc _____

Emptying garbage/recycling bins _____

Weeding/Lawn work _____

This is not an all inclusive list . There are other items that will need to be done.

Please note that it is at the Discretion of the Director/Supervisor to allow you to socialize with the animals. Please do not consider it your automatic right/privilege to walk dogs, play with cats etc.

Staff/Volunteer Member Conducting Orientation _____ Date _____

CMCS Worker(Print Name) _____ Date _____

Branford Animal Shelter
749 East Main St
Branford, CT 06405
203-315-4125
203-315-3851 Fax
animalshelter@branford-ct.gov

COMMUNITY SERVICE APPLICATION
Thank You For Choosing to Work With Us!

Name _____ Date _____

Phone _____ Cell/Work _____

Email Address _____ Age _____ Birthdate _____

<AN ADULT MUST ACCOMPANY Community Service Workers under the age of 16>

References:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

EMERGENCY CONTACTS:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Hospital Preference _____

Do you have any allergies or other ailments we should be aware of? Y or N

Please Explain if answered Yes

Understanding Our CMCS Workers

Do you have any pets or have you in the past? _____

Have you volunteered/worked anywhere before/if sownhere? _____

What areas of work interest you?

Walking Dogs Cleaning Socializing with cats Bathing Dogs Fundraising

Other _____

What do you hope to gain from doing community service here? _____

Do you have any special skills or job training that would be useful as a CMCS worker? Some examples: Computer Training, Painting, Animal Behaviorist etc _____

Why are you doing community service? _____

Have you ever been convicted of a crime/felony? Y or N

Explain _____

CMCS WORKERS RESPONSIBILITIES

Just as in any normal operating business, we need scheduling, evaluating and consistent training of our CMCS workers. Some of your responsibilities include:

Scheduling Yourself A week or More in Advance-That way we can count on your help!
(Please note we reserve the right to determine CMCS hours and shelter needs)

Calling if you can't come in- So we can schedule someone in your place!

Wearing Appropriate Clothing-No Graffiti shirts/fowl language attire. You should wear black or khaki pants or clean jeans/shorts and sneakers.

Shorts/Skorts/Ripped/ Graffiti pants/jeans are not acceptable)

Code of Conduct: We are in a Public Town Facility. We expect that you will act in a responsible manner, treat everyone equally& fairly, work as a team, communicate successfully and always feel free to ask questions or provide feedback. We reserve the right to terminate your CMCS Privileges should you not conduct yourself in a reasonable manner.

CMCS Signature _____ Date _____

Guardian Signature _____ Date _____

Director/SupervisorSignature _____ Date _____

