Volunteer Daily Task list

We welcome you as a volunteer at the Vet Clinic of Palm Harbor. As a clinic we strive everyday to improve our knowledge and education in our field. Being a volunteer we would like you to learn as much as possible with the time you spend with us. Every day when you come in we would like you to have questions for the doctor, technician, or staff member. Asking questions is the basis of all learning. At the end of the day we would like you to tell us a few things that you have learned while here. Our technicians are here to work with you and answer any questions you may have.

If the technicians are busy we have a list of cleaning that you can do during your down time. If you have questions on what the task entails please ask a staff member. Marking off cleaning tasks is a great way for you to help our clinic stay clean and show the staff the initiative you have. Thank you for your valued time and let us help and support you in any way we can.

4 questions for doctor or staff

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

3 Things you have learned today

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Check off list

_____ Clean lobby chairs
_____ Clean lobby windows
_____ Switch laundry
_____ Clean counters in treatment
_____ Clean pharmacy counter
_____ Clean kennels top to bottom

_____ Clean fronts of cabinets
_____ Clean refrigerator
_____ Sweep front sidewalk
_____ Sweep clinic floors
_____ Clean rooms 1-4 (this includes under cabinets, drawers, shelves, cushions on booth can be taken off and cleaned under)