



Midwest Avian  
Adoption & Rescue  
Services, Inc.

Shift Leader  
Duties

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These are the general duties that should be completed by each Shift Leader on each shift. All Shift Leaders are required to take Basic Bird Care and Advanced Bird Care classes.

- Read the log book through to the last shift that you worked - it's important that you know what's happened since you've been there.
- Check medical board for additions/changes.
- Cage check at beginning of shift.
- Make sure new volunteers have filled out proper applications and releases and understand safety and hygiene protocols.
- Make sure volunteers know what needs to be done and ensure that it is being done properly.
- Feed special needs birds.
- Administer medications.
- Do laundry if necessary.
- Fill out any incident reports for accidents.
- Verify all medications were given and initial the medical board.
- Complete log book.
- Do a final cage check.
- **Quarantine Area: Only Shift Leaders should work in the Quarantine Area! Please see Veterinary & Quarantine Protocols for proper procedures.**
- Do a final back door check.
- Final visual check - Put any stray dishes, perches, toys, newspaper, etc. in their proper places.
- Log hours in the Volunteer Hours Log Book.
- Make sure all doors are locked.