

ST ANTHONY – TIGARD, OR – SEVERE WEATHER SHELTER StA-SWS  
August 2016 Update  
Job Descriptions

**SHELTER SCHEDULE:**

4:30 Sign Tenders distribute sandwich board signs around campus

4:45 PM Greeter/Servers arrive

- Make coffee and prep hot water
- Set serving area and tables
- Set out sleeping pads and distribute bedding

5:00 PM Oversight person arrives to oversee Shelter Guests and assist with Shelter activities

5:30 PM Guests arrive - Greeted at shelter door by Greeters/Servers

- Have each Guest sign Guest Register (You Print names for those whose handwriting is illegible).
- Review house rules with Guests. Have Guests sign form first visit each year
- Guests select sleeping location. Wash up for dinner

5:15 PM Food arrives

- Final preparation of food for serving
- By 6 PM Host/Monitors have arrived and are situated and assist with settling guests

6:00 PM Family style Supper served

6:00 PM Shower Monitor arrives

- Set up entry way for showers and
- Secure roster of persons taking showers
- Begin showers at 6:30 PM. Host Monitor may bring first guest for shower

6:30 PM Clean up food preparation and set out supplies for breakfast

7 PM Greeter/Servers depart. Oversight person may leave now or when second H/M arrives

7:00 PM Social time (card games, board games, continue with 15 minute showers)

8:30 PM Last shower is completed and shower is wiped down. Water to shower is turned off

9:00 PM Doors are locked

9:30 PM Lights out -Monitors on duty

5:00 AM Wake Up

5:45 AM Oversight Person arrives to debrief overnight activities and oversee guest departure

6:00 AM Breakfast and Cleaning Person arrives

- Monitors begin cleaning shelter assisting as need be cleaning person
- Refer to punch list or job description for details of cleaning procedures

7:00 AM All Guests checked out and departed from Church Campus.

Oversight person usually stays until Cleaning Person is finished.