

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

Greeters/Servers Coordinator: Steve Gehring and Sue Stephens

Arrive and Open Shelter at 4:45 - 5 PM

- Unlock SWS wooden cabinets and beige linen closet in the area beyond the partial wall.
- Obtain from SWS wooden cabinet: Log book, sign-in documents on clipboard, and Guest Guideline Registration and Shower notebooks, and box for personal weapons.
- Sign in as Volunteer (green sheet) and remember to sign out when you leave.
- Set out Clipboard and Shower sign-up on portable stand at entry. Place the registration book and personal weapons container to the side on the kitchen counter.
- Set out box of volunteer nametags. Please find your name and put it on.
- Make coffee and hot water for tea/cocoa.
- Set up sleeping area with tri-fold pads and bedding (linen closet), folding chairs and small garbage cans with plastic bag liners (far left wooden cabinet) in the sleeping areas. Get (pillows (wooden cabinet) and place a pillow case (linen closet) on each before putting on a pad.
- Set out “Hygiene Kits” box from SWS Wooden cabinet.
- Set out containers of socks, hats, gloves (far right metal cabinet) beyond partial wall.

Set up bathrooms

- Place folding chair and folding table (far left wooden cabinet) in full bathroom.
- Place folding table (far left wooden cabinet) in half bathroom.

Set up food preparation area

- Accept food. Transfer prepared food to Shelter containers, send volunteer's containers home with food provider. Set up Warming tray in entry way if needed.
- Set up double tables for dinner and chairs.
- Place eating utensils, napkins, salt/pepper and salad dressing on table.
- Gather serving dishes and serving utensils, bowls, and plates.
- Linens, aprons and rags are stored in the linen closet at the far right end (beyond half wall). Gloves are in the top right drawer in the kitchen by the refrigerator.
- Set up beverage cart – milk, apple juice, coffee in thermos, paper cups and condiments. (G/S serve guests).

Open Shelter and Greet Guests at 5:30 PM

- Have each guest sign guest registration. Ask them if they are staying overnight. Place a Y or N by their name.
- Ask them if they will be taking a shower, and if they are, sign the Shower List by a time.
- Review and sign guidelines with each new guest; each guest completes the form the first time they visit each year. File in alpha order by last name in the Guest notebook. Guests only complete the form once per year.
- Have guests open back packs to show you contents.
- Have guests remove alcohol, drugs, weapons. Bag these items, label and store any sharp tools, weapons and/or alcohol in personal item container and return to SWS wooden cabinet. Lock the cabinet.
- Serve meal after food has been received and heated (around 6 PM)
- Clean up from supper. Wash dishes. Return knives and scissors to SWS cabinet and lock it.
- Pack any leftover dinner items for freezing in individual serving size containers or make available for guests to take leftovers with them the next morning. Date and label containers. Cover any other food and store in the refrigerator.

- Wash counter, table and chairs with freshly mixed bleach /water solution. Spray bottles and bleach are under the kitchen sink.
- Make sure Overnight Host/Monitors know what is for breakfast – pre-prep breakfast.
- Set out dishes for breakfast.
- Put used towels and aprons in “dirty” laundry bag from kit found in linen cabinet.
- Check inventory for needed eating utensils, and paper products and replenish from locked cupboard. Leave information on the counter for the supply coordinator to replenish Shelter supply.
- Leave at 7 PM.