

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

**LAUNDRY Volunteer responsibilities November through March**

- 4:15 pm – Arrive at St A-SWS. Use the access code to obtain keys and open door to SWS.
- 4:30 pm – Receive clean laundry from Laundry Service ( Dan of Cheerful Cleaners).
- Care should be taken not to disturb anyone who may be using the Chapter Room.
- Put laundry away as follows:
  - Cabinet #1 – Bedding and Cleaning Cloths –Marked with C (on back wall)
    - All sheets will fit on the third shelf if rolled neatly into a log.
    - All heavy blankets will fit on one shelf in Cabinet #1
    - All blue-lined blankets will fit on the bottom area in Cabinet #1
    - All pillowcases are on the top shelf in Cabinet #1
    - Cleaning cloths, aprons and dish towels Marked with K go into Cabinet #1
  - Cabinet #2 Shower Supplies ( in Entry)
    - All towels, wash cloths and bath mats Marked with M fit in Cabinet #2
- Nights the Shelter will be open and laundry is received, the Laundry Volunteers may lay out 16 fitted sheets on top of the divider abutting the cabinet, for the Greeter/Servers to place on the mattresses when they arrive by 5 pm.
- **Shower Monitor Volunteer Responsibilities 3<sup>rd</sup> Sunday Showers April through October**
- Third Sunday of the Month April through October showers will be available from 3 to 5 PM. Bagged towels, wash cloths and mats will be left at the top of the stairs for Dan of Cheerful Cleaners to pick up by 6 PM Sunday.
- Laundry Volunteer meets Dan on third Tuesday of the month at 4:30 PM to accept laundry and put it away in Cabinet #2. Rags are put in cabinet # 1.
- Please contact the Laundry Coordinator immediately if you are unable to receive and stock laundry on your date, or notice that a blanket needs to be replaced.