

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

Over Sight Coordinator: Carol Herron

EVENING:

- Arrive by 5 PM
- Move any clothing donations from Church Business Office to Shelter.
- Verify outdoor signs are posted. If sandwich board signs are not out contact Greg Patton or specific volunteer if you have the name. Hang the stairwell banister sign if not out.
- Turn off Ozone-Eater.
- Verify sign in forms are out for volunteer and guests, and ensure everyone is signed in including volunteers.
- Assist Greeter/Servers with set up and sign in as necessary.
- Make sure dinner and breakfast arrive and contact Johanna Root if food does not arrive at expected times (5:15 for dinner and 7 PM for breakfast)
- Pick up any food, milk, juice if needed to feed guests.
- Assist Greeter/Servers with intake of guests as necessary.
- Assist shower monitor as needed.
- Maintain peace and quiet inside and outside of Shelter.
- Stay at Shelter until both Host/Monitors are on site. Contact Steve Gehring if H/M are later than anticipated.
- Provide continuity to our volunteers and guests by being a recognizable and consistent presence and available for input, ideas, referrals to agencies and improvements.

MORNING:

- Arrive by 5:30 – 5:45 AM
- Bring in to Custodial office the sandwich board sign that is left out at drive through overnight.
- Remove/change open/close sign on outside banister or leave open banner if Shelter will be open that evening
- Remove/change open/close sign at main entrance to church office door. Store sign next to mail boxes.
- Inventory food in refrigerator as milk, desserts, fruit, salad, apple juice desserts, side dishes. Any extra servings should be in serving-portion labeled packages in freezer. Note and communicate quantities of food and the feedback of meals with Johanna Root via phone, text or e mail.
- Refill kitchen serving items from storage cupboard. Note any low supplies and contact Tina Merckling with low supplies.

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- Clean out cigarette butts from coffee cans at back of stair well (wear gloves) Pick up any trash around Chapter Room.
- Be sure counts of O/N, Meals and Showers are noted on sheet with volunteer names per jobs.
- Be sure notes for evening are made in Log Book
- Monitor distribution of Bus Tickets and replenish bus tickets as available.
- Assist Pam with refilling bathroom supplies: paper, shower.
- Ensure all guests are off campus by 7 AM.
- Help transport laundry to top of stairs, and garbage and recycle to bins.
- Ensure laundry is upstairs on concrete by 7:40 AM
- Turn on Ozone-Eater
- Be sure all doors are locked and keys put away and Shelter is buttoned up
- Report any concerns or issues to Carol from the previous night and the morning.
- Report any police /emergency visits in writing to parish priest