

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

Overnight Host – Monitors Coordinator: Jim Lucia and Steve Gehring

Arrive by 6 PM

- Sign green volunteer form. Arrive with charged cell phone and have phone number of oversight person in phone memory.
- Maintain log of evening's activities and roster of guests and volunteers.
- Identify and maintain list of needed supplies.
- If able to arrive at 5 PM assist Greeter/Servers to:
- Set up sleeping pads and bedding, folding metal chairs and waste baskets. Bedding and waste baskets are stored in locked cabinets in area beyond the half wall. Follow punch list for Greeter/Servers.
- Welcome guests after they are checked in; orient them to rules of the shelter.
- Host guests during supper.
- Assist Shower Monitor with starting showers according to the Shower sign up list beginning at 6:30 PM.
- Host guests during social time before lights out,
- Monitor activities – You are the Peacekeepers,
- Spend the night. Do not depart prior to 7:00 AM.
- Wake up guests at 5 AM.
- Begin to gather bedding into bags found in the linen closet (at far right of sleeping area beyond half wall). Use gloves to handle soiled bedding. Use multiple bags rather than packing a bag too full. Follow "Laundry-to-Go-Routine".
- Prep and serve breakfast.
- Add final notes to log book; note any key events and return log book to cabinet.
- Cleaning person arrives at 6:00 AM. Assist guests to be on their way by 6:30 AM.
- ***If cleaning person does not arrive, call StA-SWS Steering Committee Chair, and begin to follow the cleaning procedure as stated below:***

1. *Sanitize vinyl pads and pillow covers, air dry. Fold and store sleeping pads in open wooden storage closet. Pillows are stored in locked cupboard.*
2. *Clean up and sanitize by wiping down with diluted bleach solution (use litmus paper to check mix of solution) all areas of Shelter: kitchen, sleeping area, pads, pillow covers, chairs, garbage cans, dining tables, entryway, and bathrooms. Bleach mop (use litmus paper to check mix proportions) floor where pads were located. Will need to sanitize the bathroom toilets, shower, knobs and handles, tables, chair and large trashcan from bathroom. Place folding tables in far left locked closet.*
3. **Return all STA-SWS supplies to appropriate areas.*
4. *Lock all storage closets, cabinets, and Boiler Room.*
5. *Identify any needed supplies, leave list on kitchen counter. Advise Morning Oversight person if supplies are needed.*
6. *Return keys to lock box.*
7. *Deliver bag of garbage to garbage dumpster next to O'Reilly Hall and replace liner.*
8. *Deliver dirty laundry bags with attached Clean Laundry kit to top of stair well before 7 AM. Leave on concrete.*
9. *Hang appropriate open/closed signs on the banister advising of Shelter opening status for the evening.*
10. *Scope the campus for any guests who may be lingering.*