

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

**Shower Monitor Volunteer Responsibilities November through March**

- Arrive at 6:00 PM.
- Turn on water in Boiler Room (valve is located beside water heater.)
- Collect Shower Sign-in Sheet.
- Be sure hamper is lined with a large plastic bag.
- Get shower supplies from metal cabinet in entry area; arrange for distribution.
- Towels, toothpaste, toothbrushes, hair dryer (check-out item), nail clippers, disposable razor, shower stool, etc.
- Call first person on list for shower, give towel, wash cloth and any other requested items from above list.
- Backpacks, purses and bags may not be taken into the shower. They will be stored on the cabinet while owner is in shower.
- Remind guest of 15 minute time limit and that you will knock on the door to remind them with 5 minutes remaining.
- Inform next guest it will be their turn in 5 minutes.
- If guest is not out in 15 minutes, knock and tell them it's time for the next person to use the shower. If guest does not comply, you may turn off the water in the Boiler Room.
- Direct guests to place used towel/washcloth in lined hamper.
- Check shower after each use and spray with bleach solution shower floor and seat.
- Hairdryer is to be used outside of the bathroom in the entry.
- If hair dryer is used, check it back in when finished..
- At conclusion of the evening, check bathroom for cleanliness (full cleaning will occur in the morning) Spray with Tilex cleaner.
- Tie laundry bag closed for morning pick-up.
- Turn off water in Boiler Room.
- Return supplies to cart storage. Identify needed supplies and add to list on kitchen counter.

- Finished by 8:30 PM.
- Make sure notes regarding dinner are entered in the Meal log of attendance notebook.

**Shower Monitor Volunteer Responsibilities 3<sup>rd</sup> Sunday Showers April through October**

- Arrive at 2:45 PM and set up one table with chairs. May offer water and card games during wait.
- Access Custodial office to set out and then retrieve two StA-SWS signs. Place one at McKenzie St and one at Stairwell.
- Two volunteers monitor Shower and Shelter environment.
- Follow above procedure for 15 minute showers between 3 and 5 PM.