

# St. Anthony Severe Weather Shelter Volunteer Job Description

## **LAUNDRY Volunteer responsibilities November through March**

Clean laundry needs to be put away no later than 4:30pm on nights the shelter will be open. It takes approximately 45 minutes.

- Arrive at St A-SWS. Use the access code to obtain keys and open door to SWS. Place keys around neck, do not sit down on counter, etc.
- Clean laundry from Laundry Service (Dan of Cheerful Cleaners) should be on table.
- Put laundry away as follows:
  - Cabinet #1 (on back wall) – Follow labels for Bedding, Kitchen and Cleaning Cloths
    - Make bedrolls: one fitted sheet & one pillow case rolled in one blanket
    - Kitchen: White towels & wash clothes (marked with **K**) and Aprons
    - Cleaning: clothes (marked with **C**) and rags (marked **Rags**)
    - Extra sheets, pillowcases and blankets
  - Cabinet #2 ( in Entry) – Follow labels for Shower Supplies
    - All towels, wash cloths (marked **F**) and bath mats (marked **M**) fit in Cabinet #2
- Nights the Shelter will be open and laundry is received, the Laundry Volunteers may lay out 12 bedrolls on top of the divider abutting the cabinet and 4 kitchen towels/clothes near the sink, for the Greeter/Servers.

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

- Laundry Volunteer puts clean shower supplies away in Cabinet #2. Cleaning rags are put in cabinet # 1.
- Please contact the Laundry Coordinator immediately if you do not see clean laundry or if you are unable to stock laundry on your date. If you notice that a something needs to be replaced call or email.