

St. Anthony Severe Weather Shelter Volunteer Job Description

Overnight Host – Monitors Coordinator: Jim Lucia and Tom McAuliffe

Arrive by 6 PM

- Sign green volunteer form. Arrive with charged cell phone and have phone number of oversight person in phone memory. Bring own bed roll or sleeping bag.
- Check in with Oversight person and Greeter-Servers to understand if there are any issues, how many people are staying etc.
- Set-up your sleeping bag, pad etc. as you wish in the H/M area
- Assist Greeter-Servers and oversight person with hospitality, issue resolution, set-up, clothing distribution etc.
- 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. Keep handy card with emergency phone numbers.
- Report any issues, summarize the evening in the logbook, including noting any supply shortages.
- Ensure all guests are in at lights out time (9:00 PM) then lock shelter doors.
- Spend the night. (Please do not depart prior to 6:30 AM.)
- Wake up guests at 5 AM.
- Make coffee, prep and serve breakfast, resolve any issues. Please tidy up kitchen counter.
- Add final notes to log book; note any key events and review the evening with the morning Oversight person.
- Cleaning person arrives at 6:00 AM. Assist guests to be on their way by 6:30 AM.
- If needed, please assist with carrying garbage and/or laundry to top of stairs.
- ***If cleaning person does not arrive, call StA-SWS Steering Committee Chair, and begin to follow the cleaning procedure as stated on next page:***

St. Anthony Severe Weather Shelter Volunteer Job Description

ST ANTHONY'S SEVERE WEATHER SHELTER CLEANING PERSON DUTIES

All of these duties need to be completed before Shelter is vacated each day

- ___ Arrive at 6:00 AM
- ___ Put on rubber gloves
- ___ Separate laundry into manageable sized bags
- ___ Use bleach/water mixture (use litmus paper to check strength of mixture in atomizer bottle) to sanitize by wiping down vinyl mattress cover and pillow covers.
- ___ Dry, fold and store pads in storage cupboard behind half wall
- ___ Store pillows in locked closet
- ___ Store chairs against walls: vinyl chairs on wall by chalk board and metal chairs against back wall.
- ___ Store collapsed tables beside refrigerator
- ___ Store stacked small garbage cans in cupboard
- ___ Put clothing bins onto metal storage rack
- ___ Sanitize counters, tables, chairs, floor (mop it using large yellow bucket with litmus tested mix of bleach and water
- ___ Please wipe down window sills in kitchen if dusty
- ___ Sanitize the bathrooms including shower. Sanitize all handles and knobs
- ___ Refill paper, hand and shower containers
- ___ Be sure hamper has a black garbage can liner. Place it on floor in entry hall
- ___ Hang appropriate Open/Closed signs on banister per Shelter status
for evening
- ___ Lock boiler room
- ___ Lock all cupboards, Chapter Room and return key to lock box
- ___ Take garbage to area by O'Reilly Hall (Replace can liner)
- ___ Take bag of soiled laundry to top of stairs by 7 AM
- ___ Verify that the cigarette butt cans have been cleaned out. Do a check
around Shelter for garbage

St. Anthony Severe Weather Shelter Volunteer Job Description

Host Monitor Names

Date

Cleaning Person

Date