

# St. Anthony Severe Weather Shelter Volunteer Job Description

## Greeter-Server

### Arrive and Open Shelter at 4:30/4:45 - 5 PM

- Unlock SWS wooden cabinet and the linen wooden cabinet in the area beyond the partial wall.
- Obtain from SWS wooden cabinet: Log book, Guest/Volunteer Sign-in and Shelter Diagram documents on clipboards, Guest Guideline Registration notebook, and box for personal weapons.
- Set out Registration and Shelter Diagram clipboards on the portable stand at entry. Place the Guest Guideline Registration book to the side on the kitchen counter.
- Retrieve second portable stand from boiler room. Place it inside shelter on the opposite side of the entryway across from the kitchen area. Put the personal items container, bag tags and felt marker on this stand.
- Sign in as Volunteer (on green sheet under guest sign-in forms on clipboard) and remember to sign out when you leave.
- The box of volunteer nametags will be on the counter to the left of the sink. Please find your name tag and put it on, or write your name on an empty label and put it in a plastic case. If there aren't any empty cases feel free to take a nametag apart and place the name not being used in the alpha envelope.
- Make coffee and hot water for tea/cocoa.
- Set up sleeping area with tri-fold pads according to the shelter diagram. Do not set up overflow beds. Get bedding rolls from the linen cabinet. Each roll will include a blanket, a twin fitted sheet and a pillow case. Make each bed by putting on the twin sheet, place the blanket at the foot of the bed. Get a pillow from the SWS wooden cabinet and put the pillow case on it and place on the bed. Flip the location of the pillow and blanket on each bed. Place a folding chair and small garbage can with plastic bag liner by each bed.
- Set out "Hygiene Kits" box from SWS Wooden cabinet.

# St. Anthony Severe Weather Shelter Volunteer Job Description

## Set up Food Preparation area

- Accept food. Transfer prepared food to Shelter containers, send volunteer's containers home with food providers. Set up warming tray (in entry way) if needed.
- Set up double tables for dinner and eight chairs per table. Place additional chairs along wall.
- Place eating utensils, napkins, salt/pepper and salad dressing on table. Wrap utensils in napkins and place a set at each chair.
- Gather serving dishes and serving utensils, bowls, and plates.
- Set up beverage cart – milk, apple juice, coffee in thermos, paper cups and condiments. (G/S serve guests).
- Linens, aprons and white cleaning cloths are stored in the linen cabinet. Keep a separate set of cleaning cloths for the kitchen area and another set for cleaning the tables and chairs. Gloves are in the top right drawer in the kitchen by the refrigerator.
- Prepare two cleaning spray bottles with bleach to water solution. Check mix with paper strips in drawer to the left of the sink.

# **St. Anthony Severe Weather Shelter Volunteer Job Description**

## **Open Shelter and Greet Guests at 5:30 PM**

- Have each guest sign guest registration. Ask them if they are staying overnight. Place a mark in the dinner only column on the sign-in sheet if they are not staying overnight.
- Every guest starts the new season by signing a Guest Guideline. This will be handled by oversight upstairs before coming in to the shelter.
- File guest guidelines in the Guest Guidelines Registration Notebook in alpha order by last name. Guests only complete the form once per year.
- The backpack checker must wear gloves before searching backpacks. Have guests open back packs to show you the contents. Ask if they have any weapons. Check open containers.
- No alcohol or drugs including marijuana may come in to the Shelter. Have guests remove sharp tools and weapons. Bag these items, label and store in the Personal Items container and return container to SWS wooden cabinet once everyone has signed in. Lock the cabinet.
- Over-sized luggage, bags or movable equipment must be labeled and stored in the boiler room.
- Guests proceed to their beds to drop their gear and then sit at the kitchen tables for dinner.

## **Serving Guests Dinner and Cleaning Up Afterwards**

- Wash hands. Put on gloves. Serve meal after food has been received and heated (5:30 to 6 PM)
- Two G/S should dish up dinner. One G/S should be assigned to drinks. One G/S should be assigned to picking up used dishes.
- Clean up from supper. Wash dishes. Return knives and scissors to SWS cabinet and lock it.
- Pack any leftover dinner items for freezing in individual serving size containers or make available for guests to take leftovers with them the next morning. Date and label containers. Cover any other food and store in the refrigerator.
- Wash counter, table and chairs with freshly mixed bleach/water solution. Spray bottles and bleach are under the kitchen sink.
- Make sure Overnight Host/Monitors know what is for breakfast – pre-prep breakfast.
- Put used rags, towels and aprons in laundry hamper by shower cabinet.
- Check inventory for needed eating utensils, groceries and paper products. Replenish utensil tray. Leave a list of what we need on the counter for the supply coordinator to replenish.
- Leave no later than 7 PM. Greeter/servers will no longer stay to help host monitors set up the overflow beds.