

## Evening Shift 6:00 pm - 9:30 pm

### Keys

Keys are marked for ease of use:

- ❖ **Red** - Room 8 Hospitality Room, Kitchen, Kitchen supply closets, Case manager workroom
- ❖ **Blue** - Gym supply closet, Laundry room, Outside courtyard, Room 10 supply room(Janitor's Closet), Men's bath supply closet
- ❖ **Yellow** - Front door Small
- ❖ **brass keys** are for bathroom dispensers and trashcans

### 6:00 pm

#### First Steps

- Signing in: You can sign in on the counter by the check-in table. Also, enter volunteer hours on sign in sheet (every time you volunteer).
- Complete or turn in confidentiality forms (1x per year).
- Make a nametag with your first name on it.
- Review the Log Book and notes from Task Force or prior shifts. This is also on the counter near the check-in table.
- Set up check-in table and chairs in the entrance area
- 2-3 volunteers can help greet with Share Staff
- Be sure to turn thermostat to the 'HEAT' position at the east gym wall by the entry doors (in white case) 6:00 pm to 6:30 pm

#### Setting up snack/hospitality area (all volunteers assist)

- Unlock Room 8 with door facing TV room propped open. Preschool hall door stays shut.
- Open the kitchen door in the west hall.
- Start 40 cups decaf coffee in urn and hot water in the small coffee urn (remove stem & basket).
- Plug in the urns in Room 8.
- Set out snack items, plates, napkins, silverware as needed and available.
- Unlock the courtyard door. Check that all other entrances to the courtyard are securely closed.
- Move the foosball table into the back hallway.
- Put the "hand" chairs across preschool hall opening at the east hall area beside room 8

## Volunteer responsibilities by shift role

### Entry Volunteers tasks

**6:30 pm to 7:00 pm Guest check-in officially begins.** Share staff will meet with guests in the workroom, library or Room 6 from approximately 7:00 pm-8:30 pm.

You will need:

Bed assignment sheet with lunch & wake-up information, men & women shower sign-ups, chore list, pens, highlighter, name tags, marker, nightly agendas.

- Remain in front entry area until doors are locked at 9 pm.
- Unlock one front door.
- Admit and greet guests. (Guests are to remain in the entrance area until they have been checked in by Share Staff.)
- Have entry volunteer supervise breathalyzer testing of the guests.
- Assist Share Staff person with sign in, nametags, questions.
- Lock front door at 7:00pm (unless other activities in church).

**2 rovers between Room 8, TV area and entrance area (the shift lead should take one of these roles)**

- Begin Fire Safety patrol.
- Show new guests around and point out WHO places on the map.
- Patrol Room 8 and the TV area assisting guests and being a friendly presence
- Monitor television for family-friendly fare (PG or below).
- Hand out (the guests should not grab their own towels or toiletry items) towels and toiletries found in Room 8 closet to guests as needed.

**8:00 pm to 8:30 pm - Gym Set-up 1-2 people**

Set up may occur any time that is convenient for the volunteers after bed list has been created and other reserved uses for the gym are over. Other users should vacate by 8:30 pm. You will need: bed assignment & layout sheet, mats, chairs, bed number signs, new and used bedding bags.

- Help returning guests retrieve their bedding bags.
- Hand out bedding in gym storeroom to new guests for the week; bed sheets, pillowcase, blanket, and mats (**only 1 of each per person, unless doctor exception has been made, this will be designated on the bed list with a DM beside person's name**).
- Guests **must place a chair to the left of their mat, creating an area between each mat**. Have them place their bed number on top of the chair. The only exception to this rule is a parent with children.

**8:00 pm to 8:30 pm – Staging Chore/Cleaning supplies**

You will need: 2 spray bottles filled with sanitizer, vacuum cleaners, blue shop towels, gloves, garbage bags.

- Locate cleaning supplies in kitchen supply closet.
- Make up 2 spray bottles with sanitizer if not already done.
- Sanitizer is a solution of 1-1/2 caps of bleach to a spray bottle of water or two bottle caps of bleach per gallon of water in a bucket. (One capful is about one tbsp.)
- Indicate any shortages in cleaning supplies in the log book and on the form inside the closet door in kitchen.

## **Make lunches**

- Prepare Lunches. Make as little noise as possible.
- Sandwich requests and names are listed on bed list.
- Check refrigerator first for items that can be used for lunches before opening new items.
- Put names on bags and staple closed.
- Ensure counters are clear and put away. There are pictures in the kitchen to let you know how the counters should look when you are done.

### **9:00 pm to 9:30 pm - Clean Snack Room**

- Clean snacks and put extras away in kitchen. Return all coffee urns.
- Assemble volunteer overnight snacks and beverages.
- Remove garbage from garbage container.
- Tidy hospitality room as needed.
- Clean floor by dampening the micro-fiber mop with the cleaning solution and mop floors

### **9:30pm**

- Lights out. Quiet time!
- Check courtyard for any open windows or doors.
- Lock courtyard door and turn off both TVs.
- Move foosball table into TV area. Make a fence across the opening with the hand chairs.
- Wait at the front door to admit overnight volunteers.
- Brief the volunteers on any special notes, problems, and special needs.
- Tour sleeping area with one overnight volunteer. Provide a bed map showing location of guests.
- Give the overnight shift the keys, the fire log and the log book. Inform them of any late arrivals or items of note for the evening shift.
- Ensure overnight shift knows how to turn on heat at thermostat in front foyer
- Evening volunteers depart. Thank you for your service!!