

Evening Shift 6-10 pm

REMINDER: THE FRONT TABLE MUST ALWAYS BE ATTENDED BY A CASE MANAGER OR VOLUNTEER

6:00 pm First Steps – Signing in

- Complete or turn in confidentiality forms (1x per year).
- Enter volunteer hours on sign in sheet (every time you volunteer).
- Make a nametag with your first name on it.
- Review the Log Book and notes from Task Force or prior shifts
- Set up check-in table and chairs in the entrance area; 1-2 volunteers can help greet with Share Staff.

6:00 pm to 6:30 pm - Setting up snack/hospitality area

- 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

6:30 pm to 7:00 pm Guest check-in officially begins.

Share staff will meet with guests in the workroom from approximately 7pm-8:30pm

You will need: Bed assignment sheet with lunch & wake-up information, Men & Women shower sign-ups, chore list, pens, highlighter, name tags, marker and nightly agendas.

- 1 greeter** Unlock one front door.
- Admit and greet guests. (Guests remain in the entrance area until they have been checked in by Share Staff.)
- 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
- Begin Fire Safety patrol.
- Show new guests around and point out WHO places on the map.
- Monitor room 8 and the TV area assisting guests and being a friendly presence
- Monitor television for family-friendly fare (PG-13 or below).
- Hand out towels and toiletries found in Room 8 closet to guests as needed.
- Bring out basket balls and other toys for the gym. These are in the mat room

8:00 pm to 8:30 pm - Gym Set-up 2-3 people [some guests may be assigned to help]

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 each per person, unless medical exception, 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

Guests are assigned cleaning for the Hospitality room. Help to insure the guest has the supplies and knows the tasks – tidying room, sanitizing counter tops and tables and cleaning microwave.

- Locate cleaning supplies in Hospitality room 8. Trays in cabinet under the TV counter
- Check that cleaning supplies are filled. Refills are in the WHO supply closet in the kitchen if refills are needed.
- Indicate any shortages in cleaning supplies in the log book and on the form inside the closet door in kitchen.

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

Check with case managers for late arrivals and set aside a plate of food if needed.

- Clean snacks and put extras away in kitchen. Return all coffee urns.
- Remove garbage from garbage container.

9:30pm

- Lights out. Quiet time!
- Check courtyard for any open windows or doors.
- Turn off both TVs.
- Move foosball table into TV area. Make a fence across the opening with the hand chairs.

10:00 pm

- Watch for the arrival of 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.

Guests who are unable to sleep may sit SILENTLY in the foyer. Please use good judgement in situations where guests need accommodations such as baby walking, quiet time, etc. Lights must remain dim in the foyer. If there is a concern, please contact the case manager or your Task Force Opener.

Thank you for your service!!