

# Morning Shift 6-9 am

**REMINDER: FRONT TABLE IN THE LOBBY MUST BE ATTENDED BY A VOLUNTEER.**

## 6:00 am 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 read notes from Task Force or prior shifts
- Obtain keys from overnight shift volunteers
- Review any problems and/or special needs. Get guest location map
- Wake up people that have early wake-up calls still pending
- Unlock exterior courtyard door for smoking area if still locked

## 6:00 am

- Overnight volunteers leave.
- Make coffee in small coffee pot in WHO cabinet under sign in area for early wake up guests
- Morning shift monitors the area until 6:30
- Return the table and chairs in the entrance area to the appropriate locations  
(See picture next to sanctuary doors)

## 6:30 am

- Begin work in kitchen (**QUIETLY**, please)
- Open the kitchen door in the north hall
- Prepare 30 cups regular coffee in urn in kitchen (instructions on the wall) and move to Hospitality Room
- Start hot water in the small coffee urn (remove stem & basket) and move to Hospitality Room
- Gather breakfast item as needed from kitchen (bread, bagels, cold breakfast food) and bring to Hospitality Room
- Bring out juice, milk from fridge and breakfast items from the fridge and cabinets in the Hospitality Room
- Gather lunch bags onto to cart and take out and place by the Hospitality Room

## 6:45 am

- Awaken all guests gently by turning on gym lights
- Announce to guests that:
  - No personal items can be left in the building.
  - Bedding must be in the laundry or in bed bags with all other items stowed before going to breakfast. [except for Sunday when all bedding is sorted , bagged and picked up by Share.] See Laundry instructions.
  - All bed mats must be wiped down with a sanitizer and stacked in the mat room. Mats must not be stacked in the middle of the gym.
  - If guests must leave early they can wipe down their mat, put bedding neatly in their bag and leave it on their mat for volunteers to put away.
  - Gym must be swept

**7:00 AM**

Hospitality room – 1-2 persons monitor breakfast making sure that our guests have what they need.

Guests must have their bedding put away or in bags for laundry and all personal items packed up before coming to breakfast.

**7:45 AM Breakfast ends and hospitality room closed. [no exceptions – cleaning in the hospitality room and back hallway must be completed by 8:15 AM before preschool students begin arriving.]**

**Restrooms and Garbage [1-2 persons]**

- remove trash bags from the bin on the wall of each restroom. Gather garbage into one large bag.
- Empty sanitary bags as needed from each stall in women's rest room. Replace bags as needed
- Wipe down sinks and counter tops and toilets with disinfectant cleaner.
- Fill toilet paper and paper towel dispensers as needed
- Unlock any locked stalls
- Sweep and mop floors as necessary
- Gather garbage from restrooms, kitchen and lobby area and take to the dumpster (dumpster combination is **5607**)

**Kitchen**

- Ensure that all dishes and utensils used are washed dried and put away.
- Ensure that all food is stored and marked appropriately
- Clean and clear all counter areas
- Ensure that all who items are in the areas reserved for WHO
- Empty kitchen/hospitality garbage in the dumpster

**Final Tasks:**

- Record in log book any issues or problems that future volunteers should know about
- Return all log books, volunteer sign-ins, fire logs and all paperwork are cleaned up, filed where noted and stored in the WHO cabinet
- Ensure all clean up tasks are completed. Be sure preschool entry and back hallway are clean and clear by 9AM.
- Make sure all int. and ext. doors are locked and lights are off in kitchen, hospitality room, gym & bathroom
- Make sure the keys are returned to the lockbox near the WHO box in the entrance area

**Thank you for your Service!!**