

# 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 if 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
- Review shift duties and check off tasks as they are completed through the morning.
- Return the table and chairs in the entrance area to the appropriate locations  
(See picture next to sanctuary doors)

## 6:30 am

- Open the kitchen door in the north hall and begin work in the kitchen (**QUIETLY**, please)
- If not already brewing, prepare 30 cups regular coffee in urn in kitchen  
(instructions on the wall) and move to Hospitality Room [rm 8]
- Start hot water in the small coffee urn (remove stem & basket) and move to Hospitality Room
- Gather breakfast items as needed from kitchen (bread, bagels, cold breakfast food) and bring to Hospitality Room
- Bring out juice, milk and breakfast items from the fridge and cabinets in the Hospitality Room  
[extra in the kitchen fridge]
- Put sandwiches and bins with additional lunch items onto to cart and take out and place by the front table to be collected on the way out. Guests take the sandwich they asked for and choose 1 of each additional item to add. **1 volunteer should be at the front table to ensure extra items are limited to 1 each per guest.**

## 6:45 am **Reminder: Guests must exit the building with all their belongings by 8AM. Anything left behind is disposed of or donated. Mats are wiped off at night unless there is a special need.**

- Awaken all guests gently by turning on gym lights – **at least 1 volunteer** monitors the mat room and gym during the clean-up of mats and storing of bed bags.
- Announce to guests that:
  - No personal items can be left in the building. Note to volunteers – we cannot provide guests with plastic bags for their belongings. We just do not have the supply.

- Bedding must be in the laundry or in bed bags and mats stacked in mat room and all personal items packed up before going to breakfast. [except for Saturday and Sunday - See Laundry instructions].
- Mats must be neatly stacked in the Mat room. Mats must not be stacked in the middle of the gym. Chairs must be placed on the chair trolley in the mat room.
- If guests must leave early they put bedding neatly in their bag and leave it on their mat for volunteers to put away.
- Gym must be swept – use dry mop in the mat room

#### **7:00 AM**

Hospitality room – **1-2 volunteers** 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.]**

- Return all food items to fridge, cabinets and/or kitchen as needed.
- Clean counters tables and chairs – use paper towels and cleaner in cabinet under TV. Return to the cabinet as they will be needed by volunteers cleaning the bathrooms.
- Vacuum the TV area, back hall and the center hall and return the foosball table to the TV area [vacuum located across from the table in the front of the church.
- Empty garbage and replace garbage bag – extra bags in the Janitor room [rm 10]
- Sweep floor and mop as needed. Use bottle marked Floor cleaner only.

**Guests must exit the building with all their belongings by 8 AM. 1 volunteer can be assigned to ensure that guests are ready to leave and provide reminders.**

#### **Restrooms and Garbage [1-2 persons] Cleaning supplies in cabinet under TV in Hospitality room [rm 8]**

- remove trash bags from the bin on the wall of each restroom. Gather garbage into one large bag. Extra bags in the Janitor closet [rm 10]
- Dispose of sanitary bags as needed from each stall in women's rest room. Replace bags as needed [extra bags located in the Janitor closet [rm 10] across from the Hospitality Room.
- 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 located at the far East edge of the parking lot (dumpster combination is **5607**).

#### **Kitchen [1-2 persons]**

- 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 – kitchen cleaner marked WHO is on high shelf left of the sink
- Ensure that all who items are in the areas reserved for WHO-left of the blue tape
- Empty kitchen/hospitality garbage in the dumpster located on the East edge of the parking lot.
- Break down any recycling in the kitchen [to the right of the sink area] and put in the blue recycle bins outside the East door. If these are full put the recycle in the dumpster – combination is **5607**.

**Final Tasks:**

- Be sure preschool entry and back hallway are clean and clear by 8:15 AM.
- Record issues or problems in WHO log book for future volunteers, task force members or case managers to review.
- Return all log books, volunteer sign-ins, fire logs and all paperwork to the WHO cabinets under the counter to the right of the sink in the front area of the church.
- Store the red Sharps container in an upper cabinet for safety.
- Review final Cleanup Checklist to ensure all clean up tasks are completed
- Return cleaning baskets, spray cleaner bottles and windex bottles to the cabinet in the Hospitality room, [under the TV] so they are available to the next set of volunteers.
- Make sure all interior and exterior doors are locked and lights are off in kitchen, hospitality room, gym & bathroom – check wall heaters in the hallway to be sure they are turned off.
- Make sure the keys are returned to the lockbox in the cubbie at end of the front counter in the entrance area across from church mailboxes

**Reminder – Please be sure the counter to the right of the sink at the front of the church is cleared of all WHO sign in sheets, coffee supplies and other paper work and files. Ensure the red Sharps container is safely stored in an upper cabinet.**

**Thank you for your Service!!**