

Night Shift 10 pm – 2 am

REMINDER: FRONT TABLE MUST ALWAYS BE ATTENDED BY A VOLUNTEER!

10:00 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 read notes from Task Force or prior shifts.
- Obtain keys from evening shift volunteers. Ask about approved late arrivals or early wake up calls. Review bed map.

10:00 pm

- Turn off all lights not in use including, gym, hallway near gym, entrance area, TV area.
- Slightly prop rearmost door of gym open for access, close other gym doors.
- Review shift duties on shift checklist and check off as completed..

Share staff will leave between 9:30pm and 10:00pm

10:30 pm – 2 am

- Set up table and seating in back end of entrance area in clear view of both restrooms.
- Assemble volunteer overnight snacks and beverages.
- Collect towels from bins in each bathroom. See Laundry tips in washer/dryer Washer/dryer is in room 12 [grape room] across hall from kitchen entrance. Detergent [marked WHO] is in cabinet next to washer/dryer.
- Monitor laundry until completed. Fold towels and return to the cabinet under the TV in Hospitality room. Any laundry that is not bath towels or wash cloths is folded and put in the kitchen – make a note in the log book so the opener can take care of it.
- Continue Fire Safety patrols.
- Check sleeping area to verify all guests present (shoes off, please), all outside doors locked (push on them) and all hallways unoccupied.
- Volunteers should remain near the entrance area, unless patrolling, cleaning, or doing laundry. There must always be at least one volunteer at the station.
- Check toilet paper and paper towels in restrooms and refill from supplies in Janitor room [rm 10] across from the Hospitality room [room 8]

Remain alert and available to assist guests. Feel free to make coffee. Coffee maker is under front entry cabinet labeled WHO. Extra coffee supplies are in kitchen. Guests who are unable to sleep may sit quietly in the foyer. Please use good judgement when guests need accommodations – baby walking, quiet area. If there is a concern, contact your team lead or assigned Task Force Opener.