

## HOSPITALITY ROOM [RM 8] **EVENING** TASK LIST AND SUGGESTED SCHEDULE

BASED ON THE DAY, TASKS MAY TAKE MORE OR LESS TIME. THANK YOU FOR YOUR SERVICE. WE COULD NOT DO THIS WITHOUT YOU.

### 6:15 Hospitality Room [rm 8] open til 9 PM

Coffee & hot water are usually ready with most snacks and drinks set up for the arrival of guests. If not, set up coffee pot and drinks according to instructions in kitchen – check with opener for assistance. Move the foosball table to the hall outside rm 8 and the “hand” chairs in front of the hallway leading to the pre- school area. Check the kitchen to see if there is additional food/desserts. Usually sweets are kept until @ 7:30 PM to give parents time to see that kids have some nutritious food.

### 6:30 PM

Guests begin checking in and coming back to the hospitality room for a warm snack. Be sure there is always one volunteer in the room to be a welcoming presence answer questions help with the service. Another volunteer can be in the kitchen cleaning dishes as you go.

Pay particular attention to the microwave....make sure folks are limiting time as indicated....**a smoky microwave means a fire alarm** which we do not want!

### 7:00 – 7:30 PM

Check in with the case managers to see if there are any expected late arrivals. Set aside some food for them if possible. A plate or bowl of food can be heated when they arrive.

Monitor food for refills if needed and available. Bring out any sweets or desserts if available. We do not always have these items.

### 7:45

Showers begin around 7:45 PM. Assign a volunteer to hand out towels and other toiletries as needed. The general rule is 1 towel per guest-use your best judgement if extra is requested – we do not have a lot. Towels are in the cabinets and drawers under the TV. Toiletries are in the tall cabinets to the right of the TV. One of the women’s showers has a dispenser for soap, shampoo and conditioner.

Underwear is available in the cabinet at the back of the room – socks are in the mat room

### 8:00 PM – 9:00PM

Continue to provide a welcoming presence for guests. Make sure children are supervised – in the play area or the eating area. Feel free to organize a game of other activity depending on the traffic in the room as the evening progresses.

Generally we stop serving folks at 9PM. Use your best judgement for exceptions for late comers.

### 9:00 PM – 9:30 PM

Guests are assigned chores each evening including cleaning this room. They generally clean counters, tables, chairs and wipe out the microwave. They sweep and mop the floor as needed. Cleaning supplies are in the far left cabinet under the TV. Extra paper towels are in the janitor closet rm.10 - extra cleaner in the mat room.

Make sure the toy area is tidy and heating vent on the floor is unobstructed.