

OUT OF THE COLD



JOB DESCRIPTIONS

Kitchen/Set Up 4pm-8pm Shift

4pm – 6pm Setup Volunteers – 2 people

- Read Communication Book
- Place communication book in kitchen
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Place Important Phone Number List, by phone
- Put sign outside William Street Entrance at 5:30pm
- Block off stairs and entrance to sanctuary with pews from under coat racks
- Set up tables with vinyl table covers
- Set up welcome table - sign-in book, nametags, pens, brown paper bags for guest's personal items
- Place no smoking signs throughout the church
- Place off limit signs on the doors to the parlour and nurseries
- Post rules sign on entrance to hall
- Post mission statement on bulletin board inside hall
- Get first aid kit, place it in kitchen
- Listen for volunteers arriving. (at 5:30pm)
- Lock Parking lot entrance to church.
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home.

4:30pm - 8:00 pm Kitchen shift volunteers – 6 people

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Know fire evacuation procedures.
- Know where telephone is (take note of emergency numbers)
- Wash hands frequently.
- Fill containers if necessary.
- Prepare frozen food for heating if necessary
- Prepare Food - juice, coffee, water, sugar, cream, pasta and sauce, salad
- Keep food area tidy.
- Place trolley and 2 tubs just outside kitchen entrance for dirty dishes, just prior to 6pm
- Before leaving refrigerate unused food.
- Put any pots, salad bowls, cake pans, etc. away in the back room.
- If possible, place two servings in fridge for late arrivals.
- Use dishwasher to clean dishes and return dishes to cupboard.
- Clean kitchen area.
- When using three sinks: Wash, Rinse and Second rinse water should contain Javex.
- Record any comments in communication book
- Sign out when you go home.

Server Volunteers 6-8pm Shift

Door Volunteers Only (Come at 5:30pm) - 2 people

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Unlock door at 6pm.
- Know fire evacuation procedures.
- Know where telephone is (take note of emergency numbers)
- Shovel entrance and put out ice melter if necessary.
- Make sure there are always two people at the welcome table.
- Welcome guests making sure they know the guidelines of behavior.
- Make sure guests get a nametag and sign Guest / Volunteer Sign In Book even if it just an "X." This being in case of an emergency we know how many people are in the building.
- Keep track of attendees both visitor, guest and volunteer. Indicate when they leave the building.
- Be prepared to take guest's personal items for storage...(drugs, alcohol, weapons...)
- Make sure that all volunteers sign in.
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home

Servers – 6 People

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Always know who your buddy is.
- Seat our guests at table, get them coffee, juice
- Serve guests and interact.
- When dinner is ready, serve the guests their meals at their tables
- Serve desert and coffee
- Pick up all dishes and cutlery (Account for each piece.)
- Clear tables and wipe vinyl table cloths
- Place a mattress on the floor at the end of the gym for each guest staying overnight and place a chair between them for separation and storage area for the guest's personal belongings
- Be aware of situations - assist other volunteers if necessary.
- Always wash your hands
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home

Hospitality Volunteers 8pm –11pm Shift

Door Volunteers Only – 2 People

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Know fire evacuation procedures.
- Know where telephone is (take note of emergency numbers)
- Shovel entrance and put out ice melter if necessary.
- Make sure there are always two people at welcome table.
- Welcome guests making sure they know the guidelines of behavior.
- Make sure guests get a nametag and sign Guest / Volunteer Sign In Book even if it just an “X.” This being in case of an emergency we know how many people are in the building.
- Keep track of attendees both visitor, guest and volunteer. Indicate when they leave the building.
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home.

Hospitality Volunteers - 6 People

- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Clean off table cloths from supper
- Set up TV and VCR and chairs for video, some one is to watch video with our guests
- Mingle with guests, playing cards etc., talking with them
- At no time, should the door be unmanned
- Periodic checks of halls, washrooms and other areas
- Always know who your buddy is.
- Be aware of situations - assist other volunteers if necessary.
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home.

11pm - 6am Shift Volunteers

Door Volunteers Only – 2 People

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Know fire evacuation procedures.
- Know where telephone is (take note of emergency numbers)
- Shovel entrance and put out ice melter if necessary.
- Make sure there are always two people at welcome table.
- Welcome guests making sure they know the guidelines of behavior.
- Make sure guests get a nametag and sign Guest / Volunteer Sign In Book even if it just an “X.” This being in case of an emergency we know how many people are in the building.
- Keep track of attendees both visitor, guest and volunteer. Indicate when they leave the building.
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home.

Security detail - 6 - 8 people

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Know fire evacuation procedures.
- Know where telephone is (take note of emergency numbers)
- Be alert.
- Bring in sign prior to locking doors. Put sign away.
- Lock doors at 11pm.
- Check all areas of the church prior to lights out.
- Keep track of attendees both visitor, guest and volunteer. Indicate when they leave the building. (for a smoke for example)
- Always wash your hands.
- Always know who your buddy is.
- Quietly check that our guests are sleeping fine, once an hour (make sure that all guests are accounted for)
- Periodic checks of halls, washrooms and other areas
- Periodic walks about the outside of the building looking for bottles, etc.
- Be aware of situations - assist other volunteers if necessary.
- Put coffee on for breakfast shift.
- Make bag lunch for overnight guests, sandwich, granola bar, fruit and a juice box.
- Record any comments in communication book
- Advise next shift of any situations and when you are leaving.
- Sign out when you go home.

6am - 8:30 am Shift Volunteers

Breakfast Makers - 2 people

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- Be alert.
- Wake guests no later than 7am
- Always wash hands.
- Prepare breakfasts – cereal, juice or coffee, fruit
- Serve guests breakfast
- Clean off tables, wash dishes
- Clean up kitchen
- When using three sinks: Wash, Rinse and Second rinse water should contain Javex.
- Record any comments in communication book
- Sign out when you go home

Cleanup Crew – 6+ people

- Read Communication Book
- Sign Guest / Volunteer Sign In Book and get a nametag (first name only)
- A checklist has been prepared to help you in getting everything done.
- Be alert.
- Keep track of attendees both visitor, guest and volunteer. Indicate when they leave the building. Return any stored items to them.
- Always wash your hands.
- Clean up Wastebaskets, Take out trash.
- Bag used sheets for cleaning. Collect any other laundry/
- Use rubber gloves when cleaning.
- Wet mop Hilliard hall floor, entranceways both washroom's and kitchen area.
- Disinfect bed mats, let dry then stack in storage area
- Use disinfectant kit to clean tables and chairs.
- Disinfect bathrooms.
- Put away - Guest / Volunteer Sign In Book, tags, pens, First Aid Kit, Communication Book, Import Phone Numbers List, tables, chairs
- Wash towels and return to kitchen.
- Lock door to rear of church. You can always exit through the doors to William Street.
- Record any comments in communication book
- Sign out when you go home

Remember, we want to leave the church as clean as or cleaner than we found it; no one should even know we were there.