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## ANSHE CHESED SHELTER VOLUNTEER CHECKLIST

Below is a summary of the volunteer responsibilities. View the Volunteer Guide for more details

### Opening Shift:

- On arrival, pick up the Choir Loft keys from the maintenance office.
- Get the red container from the Loft which has the keys, clock and log book.
- Open the Pantry closet in the shelter room and take out the TV and the microwave.
  - 1 microwave goes near the plug in the hallway. The other near the plug inside the shelter door.
  - The TV plugs in at the center of the South wall in the shelter room.
  - Please keep the pantry locked.
- Plug in the clock and set the alarm for 5:25 AM.
- Collect the letters from the Project Reachout guests and the manifest from one of the men arriving on the Grand Central Bus. Keep the one copy of the letter and the blue copy of the manifest and put them in the folder in the log book. Check the letter from Jewish Board client against the name and letter emailed to you (collect it if it is expiring).
- Give new guests a copy of the Shelter Rules and explain the basics of how the shelter works.
- Log the names of the men as they arrive.
- Check the supply cabinet for dry goods and condiments and restock from the pantry.
- Give men soap or toiletries as needed but please keep the pantry locked.
- Take down the volunteer bed. (Get help from one of the men if necessary.)
  - As a favor to the overnight volunteer it's nice to make up the bed
- Check the linen shelves and restock if necessary. Clean linens are in bags in the loft.

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- Return key on the wooden block to the maintenance office or security desk.
- Call in at the end of your shift Phone numbers are in the logbook.
- The city now requires that we log the Freezer and Refrigerator temperatures daily. Please check the thermometer and enter the info on the log sheet.

### **Overnight Shift:**

- Confer with the opening shift volunteer to determine if all the men have arrived.
- Check that the alarm is set to 5:25 AM.
- Check the supply cabinet for dry goods and condiments and restock from the pantry.
- Check refrigerator and toss any old or spoiled food.
- If necessary, close any full bags of dirty linens and put out a new bag.
  - Bags of dirty linen go in the grey bin in the stairwell near the shelter room.
  - Use latex gloves from (on the shelf in the loft) when handling linens.
- Check the linen shelves and restock if necessary. Clean linens are in bags in the loft.
- **Make sure the lights are out and the TV is off at 10:00 PM.**
- Turn off lights in the hallway (leave lights on in the loft area).
- Lock the door to the volunteer room overnight.
- Open shelter door and turn on lights at 5:30 AM.
- Monitor to make sure all the men are getting up in time to leave at about 6:00 AM.
- Remind the men that they all must help clean up.
- Put away the microwave and TV, and lock the pantry.

- Strip linens from Volunteer bed (keep blanket and pillow inside); Relock the bed and get help in returning it to the loft.
- Make sure room is cleaned up and, if applicable, the A/Cs in both the volunteer and guest rooms are turned off.
- Call in your log book report. Phone numbers are in the log book and in the reminder email.
- Put the clock, logbook, and **keys** in the red bin and return it to the loft.
- Close the loft door (door locks automatically).
- **MAKE SURE ALL THE MEN HAVE LEFT AND THAT BOTH EXTERIOR DOORS LOCK BEHIND YOU.**