

# CENTRAL NIGHT SHELTER

## SUMMARY OF PROCEDURES

<u>Time</u>	<u>✓ To Do Item</u>
6:00 pm	<p>___ Arrive at Central Night Shelter. Ring the bell and the Street Crew Person will let you in. If you park in the Central Presbyterian Church alleyway, you must not block access to the dumpster.</p> <p>___ <b>NO SMOKING</b> is allowed in the Shelter by anyone at any time. Failure to comply will result in expulsion.</p> <p>___ The Street Crew Person will let in the Clean-Up Crew to disinfect and set out the mats and to set up tables and chairs.</p> <p>___ No food is to be given out ever to people coming to the door.</p> <p>___ * Make <b>decaffeinated</b> coffee in the large pot. Directions: Use two large packs of coffee (or 2/3 of a 39 oz. can). Fill water to 80 cups. Plug in and turn on.</p> <p>___ Find the fire extinguisher and the emergency exits.</p> <p>___ * Replenish sugar and creamer jars and salt and pepper shakers.</p> <p>___ Familiarize yourself with the Guest Sign-In Book and the Volunteers' Register Book. Fill in the Volunteers' Register Book information for tonight.</p> <p>___ Set both door alarms at the "3 o'clock" position.</p> <p>___ * Set out mats for at least the same number of Guests who were at the Shelter last night. The Trainer will show you how to position the mats.</p> <p>___ * Set the dining area (tables and chairs, napkins, plastic ware, ice water or tea, salt &amp; pepper, hot sauce) for supper for Guests, plus the overnight volunteers, trainer, cooks, and any other guests.</p> <p>___ * Replenish the bathrooms and showers: toilet paper, soap, shampoo, razors, shaving cream. Lock the door to the showers.</p> <p>___ Elect (or appoint) a Captain of the overnight volunteers. Decide on stay-awake shifts for the night.</p>
7:00 pm	<p>___ The Street Crew Person will admit the Guests. Station a volunteer at the door to help him/her with any problems.</p> <p>___ Write each Guest's name in the Guest Sign-In Book. Note Clean-Up Crew members (maximum 6). Note any special wake-up times and where that Guest will be sleeping.</p> <p>___ Do not let any Guest in before his name is recorded in the Guest Sign-In Book.</p> <p>___ Keep the elevator doors locked so no one can enter from the first floor and no one can leave from the fourth floor (except by the stairs).</p>
7:15 pm	<p>___ The Street Crew Person will close the shelter for the night. No guest is to be admitted after 7:15 pm for any reason. Do not answer the outside bell which rings in the kitchen, unless you know that volunteers are arriving late or that sandwiches are being delivered on the first Monday of each month.</p> <p>___ Ask the Guests for a volunteer to ask the Blessing. Eat supper with the Guests.</p>
8:00 pm	<p>___ * After supper, clean the tables. Put away all food, except any extra desserts. Make sure all ovens are OFF.</p> <p>___ Unlock the shower door. Do not let the showers become overcrowded. Give a towel to each Guest who wants to shower.</p> <p>___ * When Guests are finished showering, wash and dry the towels, then lock the door to the showers. Guests are not permitted to wash their personal clothes in the washing machines.</p>

\* = The Clean-Up Crew normally does this task. Just make sure that it gets done.

- 8:30 pm    \_\_\_ Lights out, except for the TV viewing area near the elevators.  
           \_\_\_ Prepare bagged combo breakfast/lunches for the Guests. If available, pack extra food in the lunch bags for the Clean-Up Crew.
- 11:00 pm    \_\_\_ Turn off the TV. If there is a game on, wait until it is over. The overnight volunteers may want to leave the TV on all night, with the sound turned off.
- \_\_\_ am        \_\_\_ Volunteer shift change.
- \_\_\_ am        \_\_\_ Volunteer shift change.
- \_\_\_ am        \_\_\_ Special wake-up time for Guest.
- 4:30 am     \_\_\_ Make fresh coffee. See directions on previous page.
- \_\_\_ am        \_\_\_ Special wake-up time for Guest.
- 5:30 am     \_\_\_ Lights On.  
           \_\_\_ Unlock the fourth floor elevator door and station a volunteer (or two) on the first floor in the lobby. As each Guest exits the elevator on the first floor, hand him a bagged breakfast/lunch. Once a Guest exits the elevator, do not allow him to go back upstairs.
- 6:00 am     \_\_\_ All Guests, except the Clean-Up Crew, should be gone.  
           \_\_\_ Supervise Clean-Up Crew: Maximum five inside: mats put away, floors swept and mopped, bathrooms and showers cleaned, dining area cleaned and tables and chairs put away, trash taken out. One outside: trash and cigarette butts picked up around the Church. Give lunch to Clean-Up Crew as they leave.  
           \_\_\_ Volunteers must leave the kitchen and volunteer suite (upstairs) clean.
- 6:30 am     \_\_\_ Close all windows. Turn off all lights. Lock all doors, except kitchen and main door (see next item).  
           \_\_\_ Here's the trick to getting out of the locked building! Leave the fourth floor elevator door unlocked (the lock outside the elevator), but lock the first floor elevator door (turn the lock outside the elevator to the "down" position). Then put the Shelter keys in the key holders in the kitchen, lock the kitchen and main doors behind you as you leave, get on the elevator, and exit the building. **(If you forget to leave the keys, bring them back TODAY!)**
- Later        \_\_\_ Call Katie to report any problems. See phone numbers below.  
           \_\_\_ Have a nice daze. And **THANK YOU** for volunteering.

#### Phone Numbers

Emergency: 911 (Your location is Central Presbyterian Church Night Shelter, 201 Washington St., corner of Washington St. and MLK, 4<sup>th</sup> floor)  
 Central Shelter: 404-601-3144  
 Shrine Shelter: No phone service at Nov. 30, 2009.  
 Ana Bailie (Volunteer Coordinator): 404-373-5174, Cell phone: 404-754-9361  
 Karen Cross (Volunteer Coordinator): Home: 770-492-9915, or Cell: 404-983-1040  
 Sue Briss (Food), Cell: 678-570-3262  
 Rick Hargreaves (Trainer Director), Cell: 404-277-3752  
 Katie Bashor (Shelter Director): 404-373-8486, or 404-373-4265  
 Homeless Task Force: 404-589-9495, or 404-527-7575

Trainer: \_\_\_\_\_ : \_\_\_\_\_

See the **Information For Volunteers** Pamphlet for other phone numbers regarding food, volunteers, trainers, and facilities.

**Whatever you do for the least of these brothers of mine, you do for me. Matthew 25:35**

Notes: \_\_\_\_\_  
 Revised 11/30/09. Checklists with earlier dates are obsolete and should be destroyed.