



MANITOWOC WARMING SHELTER

Located inside of First Presbyterian Church

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www.manitowocwarmingshelter.org

EVENING HOST

When:

- Every Evening

Time:

- 6:30pm-9:00pm

Number of People Needed:

- 2-3 people each night, must be over the age of 18

Entry

- Enter through the 8th Street door, they will either be unlocked, or someone will be there to let you.

Tasks

- **Room Set and Cleaning**
 - Assure cots are set up
 - Clean and Sanitize tables/chairs as needed (supplies are in the OFFICE cabinet)
 - Vacuum the floor in the room and the 8th street entry area
 - If garbage is full, take it out (new bags are in the small hallway behind the kitchen refrigerator and freezer).
 - Make sure each table has hand-sanitizer and tissues
 - Make sure toiletry carts are out and stocked
 - Make sure activity books, magazines etc... are out if we have any
- **Serving Dinner General**
 - Wash hands
 - Wear gloves, Hair Restraints (on the south kitchen was behind fridge/freezer)
 - Aprons are on hooks near the gloves
 - Clean serving areas before and after
 - Interact with guests with a smile and kindness
 - Put utensil caddy near where you will be serving dinner from
 - There is juice/drinks in the refrigerator
 - Make a pot of coffee (2 scoops of coffee for 1 pot of water)
 - Use the sectioned plates and bowls (these will need to be washed)
 - Always offer seconds.
 - Wash any dishes/utensils that were used and put them away.
 - At 8:30 you can put leftovers in the fridge and clean up the kitchen
 - Leave notes in the Meal Logbook for Morning Hosts