



MANITOWOC WARMING SHELTER

Located inside First Presbyterian Church

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www.manitowocwarmingshelter.org

HOSTS (Kitchen)

Overview

Hosts are responsible for ensuring guests are served meals. Hosts also clean the kitchen and dining area. Other cleaning tasks may be assigned by Line Monitor as needed.

Schedule Details

Detail	Information
When	Every night and Every Morning
Shifts	Two shifts: 6:10 am-8:30 am and 6:15 pm- 8:30 pm
Staffing	Two people per shift

Arrival Instructions

- Arrive 5–10 minutes before the scheduled shift.
- Enter quietly because guests may be sleeping.
- Meet Night Monitors at the entrance when beginning the shift.
- Check the Kitchen Binder for any notes

RESPONSIBILITIES AND TASKS

Responsibilities During Every Shift

- Wash hands
- Wear gloves, Hair Restraints or a cap
- Aprons are available
- Clean serving areas before and after meals
- Interact with guests with a smile and kindness
- Make coffee if not already made
- Put out dishpan for dirty dishes
- Wash and put away dishes/silverware
- Make sure all leftovers are labeled with item and date
- Record any shortages/concerns/questions in Binder
- If a food has been completely eaten, cross it off in Binder
- Close down the kitchen
- Food safety instructions will be posted in the kitchen
- Guests are not allowed in the kitchen
- Guests may not store items in the refrigerator

Morning Hosts 6:10 am – 8:30 am

- Breakfast must be ready to serve at 6:30 am
- Put out dishes (if not already) and serving spoons, etc
- Put out cereal + milk, juices, ice + water (if applicable)
- Put out leftovers
- Breakfast is self-serve, but assist guests in need
- Wipe down tables and chairs
- Assist guests politely
- After all guests have received breakfast, guests may take one Ziploc of leftovers (changes/exceptions will be posted). Guests may take coffee.
- Put away food at 7:30am
- Top off cereal containers and sugar packet bins
- Set up coffee makers for Evening Hosts
- Wipe down all tables and chairs
- Clean dining area (wet mop as needed)
- Assist Night Monitors as needed
- Take out garbage

Evening Hosts 6:10 pm – 8:30 pm

- Dinner must be ready to serve at 7:30 pm
- Assist setting up sleeping area
- Help bring in food brought by volunteer cooks (ETA 615pm)
- Update Binder with details of dinner
- Put out dishes (if not already) and serving spoons etc
- Put out leftovers
- Put out ice, water, beverages, desserts
- Assist guests politely
- Offer seconds after all guests have been served
- Put away food at 8pm
- Wipe down all tables and chairs
- Clean dining area (wet mop as needed)
- Assist Night Monitors as needed
- Make waffles (put out at Breakfast)
- Set up coffee for Morning Hosts
- Put out dishes and cutlery for Breakfast
- Discard leftovers per instructions in Binder
- Take out garbage