



MANITOWOC WARMING SHELTER

Located inside of First Presbyterian Church

502 N 8th Street Manitowoc, WI 54220

920.629.5820 manitowocwarmingshelter@gmail.com

www.manitowocwarmingshelter.org

MORNING HOST

When:

- Every Morning

Time:

- 6:30am - 8:30am

Number of People Needed:

- 2 people needed daily, 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

- **Setting Up and Serving Breakfast**
 - 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
 - Make coffee at 6:30 am (2 scoops of coffee per 1 pot of water)
 - Pick 3 boxes of cereal out of FOOD CABINET, to put out.
 - Set-up Waffle Maker and Mix
 - Set-up Toaster and bread
 - Put milk out (in refrigerator)
 - Put cups, bowls, silverware out
 - Put our dinner leftovers
 - Guests may take any leftovers with them.
 - Empty the filter/grounds from the coffee pot and rinse clean.
 - Take garbage out.
 - Wash and put away dishes/silverware
 - Close down the kitchen according to the signs in the kitchen
- **General Clean-up**
 - Assist with getting the guests ready to depart the facility
 - Check to see if restroom needs cleaning, if so clean
 - Vacuuming and other light custodial work
 - May involve moving tables and chairs for daytime needs of First Presbyterian

- Spray down cots with Sanitizing Spray
- Wipe down tables and chairs
- On Wednesday mornings the bed linens need to be readied for pickup by Froedtert Holy Family Memorial Hospital.
 - On Wednesday Guests may put their linens (except pillows, zippered pillow protectors, bed pads, or donated blankets) into blue laundry bags – it does not need to be sorted.
 - Blue bags then go in large laundry totes
 - Only used linens need to be bagged and placed in totes
 - Wipe down emptied totes with disinfectant wipes