

Morning Closer

1. Let the men know its's 7:00 am and turn on minimal lights.
2. Set socks out for clients.
3. Answer questions and direct clients in need.
4. Check breakfast items.
5. Wipe coffee area and pull empty pots for cleaning.
6. Check laundry, dry, fold and put away if needed.
7. Walk through the bunk aisles reminding the clients all their belongings must fit in their tote. Tote must be on their bed. Clean bunk area, and remove anything that doesn't fit in the tote.
8. Announce 8:00 am turn on all lights.
9. Use Shelterware program to check messages and to leave messages for staff.
10. Check calendar for court dates, Dr. appts or any others for the clients and remind them.
11. Do walk around outside and discourage clients from hanging out around the property of Co-Op.
12. Everyone is to be up by 8:30 am (feet on the floor), remember to remind them about totes being on their beds.
13. Keep an eye on the clients during breakfast, and have them clean up after themselves.