

Overnighters

1. Know and enforce shelter rules.
2. Use Shelterware program nightly to document all incidents and important notices for the staff. Always check entries prior to starting your shift.
3. Stay awake, doing periodic walk arounds keeping the aisles clear.
4. Wash, dry, fold, and put away laundry.
5. Pull coffee and tea from tables, clean up and prepare them for morning. Wipe down tables and counters as needed.
6. Check wake up calls and wake up clients as needed.
7. Log in all donations.
8. Check Bathrooms throughout the night.
9. Stock supplies, keep clothing and meds organized.
10. Discourage clients from hanging out at the desk talking.
11. Desk is closed between 11:00 pm and 5:00 am (unless an emergency).
12. Strip bunks as needed.
13. Maintain a SAFE, quiet shelter for everyone.
14. Handle medical and behavior emergencies according to established protocols in the staff manuals.
15. Organize and set up breakfast.
16. Other tasks as assigned.