

## **PM /Rover (5:00 pm – 8:30 pm)**

- 1. Make a note of anyone on the property before 4:30 pm. Let them know that they are welcome to wait at the BMX track but not at the Co-Op.**
- 2. Walk around property checking that no one is drinking alcohol or smoking cannabis on-site. (Write them up if they are and notify check in person.)**
- 3. Do walk thru's at the Co-Op inside and out making sure clients are not loitering or shoplifting.**
- 4. Get to know the Shelterware program and use it to document everything that went on every night that you work.**
- 5. Pick up trash and cigarette butts.**
- 6. Unlock the gate at 4:30 pm and lock it up at 8:00 pm**
- 7. At 8:00 pm assist desk personnel with any beds needing to be stripped.**
- 8. Patrol property for any alcohol that's been stashed outside.**
- 9. Communicate with clients - how is everything going?**
- 10. Work on keeping clients safe & calm while waiting for the doors to open.**
- 11. Know and enforce shelter rules when necessary. The rules apply the same for all guests.**
- 12. Assist volunteers or guests with carrying items inside.**
- 13. Approach anyone that's not a current client asking if you can assist them.**
- 14. Other tasks as assigned.**