

Volunteer Roles Summary

Questions to ihn@stcolumban.org

Clean Team (Before) Host Week: Clean the Annex the Thursday before host week. (About 2.5 hrs)

- Bathrooms, bedrooms, kitchen, dining and living areas.

Setup Team: Set up guest rooms & dining areas on Sunday of Host Week at 12:00PM (About 2 hrs)

- Make beds, post names on rooms, set up serving tables and dining room tables.

Afternoon Inspector: Tidy up the Annex by 4:00PM each day we have guests. (About 1 ½ hrs)

- Transfer laundry, check bathrooms and trash cans. Take garbage to the dumpster.
- Make up beds for Overnight Hosts.

Daily Shopper: Purchase items from provided list and deliver to the annex by 3:00PM. (About 1 hr)

Food Preparer: Prepare food and deliver to the Annex between 4:45 and 5:00PM

- Meal and meal items planned for 20 people.

Dinner Host: Arrive at the Annex by 5:00PM. (About 3 hrs)

- Set up serving area with utensils, plates, salt & pepper, condiments and prepared food.
- Offer guests leftover meal items to pack a lunch for the next day.
- Clean up 7:30 - 8:00PM

Evening Host: Arrive at the Annex by 7:00PM. (About 2 hrs)

- Participate in and/or lead activities for guests and children.
- Preplanned activities may be set up or use on-hand games, puzzles or coloring materials.
- Outdoor play area when the weather is good.

Overnight Host: Arrive at the Annex no later than 8:45PM – Leave at 7:30AM M-F and 8:30AM S-S

- Encourage guests to settle in their rooms by 10PM.
- In the morning...Make coffee and put out the morning breakfast items.
- Wake up guests in the morning – 6:15AM Mon-Fri and 7:15AM Sat-Sun.
- See that all guests are ready to leave at 7:00AM Mon- Fri and 8:00AM Sat- Sun.

Clean Team (After) Host Week: (About 4 hrs)

- Clean Annex at the end of the week.
- Do laundry at home and return it to the Annex storage area on the second floor.

SCROLL DOWN FOR MORE DETAILS ON EACH VOLUNTEER ROLE

Clean Team (BEFORE) Host Week Guidelines

Thursday before Host Week – 9:00AM (about 4 hours)

Upstairs

- Dust, sweep, and wet mop each bedroom floor and the Linen storage room.
- Vacuum hallway and stairs. Dust for cobwebs.
- Clean bathroom: toilets, tubs, sink, and floors.
 - Replace air fresheners, check toilet paper, tissue, and hand towels.
- Ensure all trash cans have liners – bedrooms and bathroom.

Downstairs

- Vacuum dining room areas, living room areas, and toy room.
- Clean bathroom (same as upstairs bathroom checklist).
- Dust, sweep and mop front hall, back hall, laundry room, and overnight host bedrooms.
- Remove trash, if any, and ensure trash cans have liners.
- Wipe down tablecloths.

Kitchen

- Clean fridge, if needed. Check for any items which should be discarded.
- Wipe down the kitchen counters and sinks.
- Sweep and wet mop floor.
- Clean microwave.

Misc.

- Put out deck chairs on deck and 2 in living area.
- Place cigarette butts' bucket by concrete picnic table. Add or change sand as needed.
- Check all light bulbs and clean covers.
- Reset clocks.
- Check fire extinguishers for current dates.
 1. Upstairs hall
 2. Back of kitchen

Put the cleaning rags in the washing machine and start the cycle before you leave.

(You don't have to wait for washer to complete the cycle. Someone else will put them in the dryer.)

Setup Team Guidelines

Meet at the Annex on the Sunday of Host Week at 12:00 pm

Upstairs Guest Rooms

- Set up bedrooms needed according to the Census provided. (Usually 2 rms per family)
- All beds need a mattress pad, sheets, blanket, pillow, pillow protector and pillowcase.
- Make sure wheels on beds are facing toward the wall.
- Be sure all outlets are covered with safety plugs.
- If there is a lamp in the room, make sure it works.
- Place a nightlight in each room and in the hallway.
- Place a trash can, with liner, in each room.
- Place "Soiled Diaper" bin, with sign, in the hallway.
- Hang name signs on each door - Last name only ("Welcome Smith Family").

Downstairs Host Rooms

- Set up overnight host bedrooms on ground floor (same guidelines as upstairs).
- 2 Beds in 1st room, 1 Bed in 2nd room.
- Place 2 extra sets of sheets/blankets on the laundry room table

Serving Room

- Set up 2 long and 1 small table for food. Cover with plastic/flannel backed tablecloths.
- Set up small table for drinks. Cover with the same tablecloth as above.

Dining Room

- Set up dining room tables and chairs – 4 tables with 6 chairs at each table.
- Check Census and add highchairs as needed.
- Decorate with table rounds/cloths and flower vases.

Other

- Make sure name tags, markers, and comment notebook are in the kitchen.
- Hang Daily Shopping Lists on the refrigerator.
- Place IHN/Found House signs outside.
- Set up white board in kitchen for guests to enter schedules for the week.
- Set up white board in family area with menu and planned activities.

Afternoon Inspector Guidelines

Complete by 4:00PM each day

YOU MUST GET A KEY FROM THE PARISH OFFICE ~ NOTE OFFICE HOURS
M-TH 8:30-8 F 8:30-4 (Closed in Summer) SAT 3-6 SUN 7:30-1

Laundry Room (Start here)

- Move the overnight hosts' bedding from the washer to the dryer.
- Fold any items in dryer and put on shelves (or directly onto the beds for overnight hosts).

First Floor

- Make up beds for the new overnight hosts (check Volunteer Binder for *Week-at-a-Glance* which will indicate whether they are in one room or two). Clean linens are in laundry room (or dryer).
- Make sure tablecloths and chairs are clean in the dining room. Add water to flowers if needed.
- If food or drinks were left out/open all night, throw them away.
- Check Kitchen counter, sink and floor (cleaning supplies in the kitchen closet and laundry room).
- Check bathroom and make sure there are still liners in the trash cans.
- Gather any laundry from kitchen or bathroom and place in laundry room (for second load).

Second Floor

- Check bathroom and make sure there are still liners in trash cans.
- Collect any dirty diapers in the bedroom trash bins (take a small plastic grocery bag from downstairs for collection) and reline the trash container.
- Collect any soiled linens and/or dirty laundry from bedrooms/bathrooms, and laundry basket on the second floor; bring downstairs to begin second load of laundry.

To Finish...

- Move first load of laundry you started to the dryer and start the cycle.
- Place dirty laundry you collected in washer and start the cycle
- Take garbage to dumpster by the library. If you can, please take recycling to your house.
- Replace liner in large trash can.
- Lock front door.
- Return key to the office.

Daily Shopper Guidelines

Complete by 4:00PM each day

NOTE PARISH OFFICE HOURS

M-TH 8:30-8 F 8:30-4 (Closed in Summer) SAT 3-6 SUN 7:30-1

Checklist: Monday-Saturday Shoppers

- You will receive a text with a list of items needed that day from the Food Coordinator by 9AM.
- Reply to the text “**Daily Shopper Confirmed**” (by 12:00) and text any questions you may have.

- Go to the parish office to sign out a Kroger gift card and a key to the Annex.
- Shop for the items. *Text a messageback to the Food Coordinator if any items are not available.
- Deliver the items to the Annex and place perishables in refrigerator or freezer by 3:00PM.
Avoids after school traffic/car line.

- Text a reply stating “**Daily Shopper Done**” to the Food Coordinator by 4PM
- Return the key to the Parish Office, along with the gift card and any receipts.
If you have purchased the items as a donation – THANK YOU!

Food Preparer Guidelines

Deliver prepared food between 4:45 and 5:00PM each day

Checklist

- Prepare your meal for 20 people.
- Use disposable cookware, if possible. We have a very small space to clean dishes.
- If bringing a crock pot, please use a liner.
- If you use dishes to be returned, please mark with your name.
- Please have the dish "ready to eat".
 - There is an oven, warming trays, and crockpots to keep dishes warm until our guests arrive, but there is not sufficient time to cook a frozen meal.
- Please deliver to the Parish Annex between 4:45 and 5:00PM.

Other Notes:

Prepare for about 20 people total – Guests and Volunteers.

The total number of guests can vary each day. The Food Coordinator will contact you if we receive advance notice of a significant change to our guest count.

The guests pack leftovers for their lunch the next day and we work hard to avoid food waste.

Dietary requirements vary each host week. Many of our guests are Muslim, so pork products should be avoided, or offered along with another choice (example: pulled pork and pulled chicken)

Your flexibility (and delicious meal) is very much appreciated.

Dinner Host Guidelines

5:00 – 8:00

Setup Dinner Serving and Dining Areas

- Keep prepared food hot in oven, on warmer tray, or in crock pots.
- Make Lemonade, fill the water dispenser with ice and water, set out cups and juice boxes.
- Refill plates, silverware, bowls and napkins at the serving table.
- Set out condiments: Hot sauce, salad dressing, etc. (Note any needs on shopping list on fridge)
- Follow Food Coordinator special instructions for re-serving leftovers from prior night(s).
- All meal items should be on the serving table by 5:30PM.

Dinner Hours – 5:30 – 7:30PM

- Provide for any needs – toddler options, reheating, refills.
- You are welcome and encouraged to eat dinner with the guests.
- Prepare any plates requested for late arrivals, when needed.

Packed Lunches – Begin around 7:15PM

- Set out markers lunch bags, containers, baggies for guests to pack lunches.
- Set out additional packaged items for lunches and snacks.
- Announce to guests that leftovers and other items are available (i.e., Lunchables) to pack lunches for the next day. (Note any needs on the shopping list on the fridge)
- Guests make their own lunches, mark with names and place in refrigerator.

Cleanup – Begin around 7:40PM

- Clean up the dining, serving and kitchen areas. Leave out packaged snacks, drinks and fruit.
- Leftovers should be refrigerated or covered. (Food Coordinator may leave special instructions).
- Wash dishes. Place any dishes to be returned to preparers on the small shelf in the serving area. (Names will be on the dishes).
- Write any items that are requested by guests or need to be resupplied on the grocery list on the fridge.

Evening Host Guidelines

7:00 – 9:00

Checklist

- Arrive at the Annex at 7PM
- Check in with the Evening Facilitator. They are there for any questions or concerns.
- Make a nametag(s) (first name only).
- Your role is to mingle with the guests and offer to play a game, read a book or do another activity with the younger guests; they may also need help with homework. An adult guest may want to chat or play a game. It's OK if all guests are otherwise occupied and just want to rest.
 - The dining room is available for projects, homework and games.
 - The outdoor play area is available; children must be supervised **at all times**.
 - There are games, coloring items, and books available in the living areas.
 - There is a small toy room for our very young guests.
- Please stay until the overnight hosts arrive at around 9PM. This ensures there are always 2 people at the facility with our guests. The Evening Facilitator is the other person who will be with you through 9PM and they are trained to handle any situation that may arise.

Notes:

If you want to prepare or bring a special game, craft, or activity, that is great!

Contact ihn@stcolumban.org with details so we can prepare a space or advise what materials are on hand.

If you need more room for your activity (dance party? exercise? Yoga?) let us know and we can reserve one of the rooms under the church.

Overnight Host Guidelines

8:45 PM – 7:30 AM Next morning (8:30AM S-S)

Arrival by 8:45PM (Earlier, in order to meet the guests, is encouraged)

- Make and wear a nametag (first name only).
- Locate “Congregation Cell Phone” in the kitchen; charge if needed, answer if it rings.
- Locate the Medicine bag, first aid kit, fire extinguishers, and exits.
- Review the guest list (census) and introduce yourself to the guests.

Evening Activities

- Prepare coffee pot and set out non-perishable breakfast foods in the serving area.
- Lock doors around 10:00PM. (Just push in the button on the handle – instructions on the wall by the front door)
 - If there will be any arrivals after 10:00PM, you will be advised of approx time.

SATURDAY NIGHT ONLY: Remind guests that in the morning they need to put all bed linens and towels in their plastic bag and bring them down to the front hall. Quilts should be outside of the bag.

Morning Activities

- Make the coffee and hot water for tea.
- Wake the guests at 6:15 AM M-F by knocking on their doors. (Wake at 7:15 AM on Sat and Sun.)

SUNDAY MORNING ONLY: Remind guests to bring laundry bags downstairs.
- Announce to guests that breakfast items, coffee, tea are available.
- Remind guests to take their lunches.

SUNDAY MORNING ONLY: Give the medical bag and congregation phone to the designated guest to return to the Day Center (they will know who they are).
- Guests are expected to leave by 7:00 AM Mon-Fri and 8:00 AM Sat-Sun.

After the Guests Leave

- Remove YOUR bed linens; place hosts’ linens and towels in the washer and start the cycle.
- Empty the coffee pot and rinse. Tidy up the kitchen.
- Add any needed or requested items to the shopping list on the fridge.
- TEXT A PHOTO OF THE SHOPPING LIST (or text “No items needed”) TO NUMBER ON THE LIST.**

Text to Food Coordinator (number on the list) - NOT the daily shopper
- Lock the front door when you exit. No key needed – instructions are on the wall by the door.

SUNDAY MORNING ONLY: Put all the laundry bags on the front porch before you leave.

Clean Team (AFTER) Host Week Guidelines

Monday after Host Week – 9:00AM

Upstairs

- Sweep/Swiffer the bedrooms; wet mop where needed.
- Spray pillows and mattresses with Lysol or wipe with Clorox disinfectant wipes.
- Wipe down pack-n-plays
- Empty all the trash bins and put in new liners.
- Clean bathroom: toilets, tubs, sink ,and floor, empty bins.
- Vacuum upstairs hall and stairs.

Downstairs

- Vacuum dining room and living room.
- Clean the tablecloths on all tables.
- Make sure games and puzzles and toys are organized.
- Clean bathroom: toilets, tubs, sink ,and floor, empty bins.

Kitchen

- Wipe out the refrigerator to clean for spills and food bits.
- Take all trash and garbage to the dumpster.
- Wipe down the kitchen counter, sink, microwave, and stove top.
- Damp mop the floor.

Outside

- Bring in deck chairs and put in the room between the living room and dining room.
- Pick up any litter or toys left on the playground or outside the house.

Laundry: PICKUP SUNDAY by 2PM at the Annex

- Launderers pick up laundry bags at the Annex on Sunday by 2PM.
- Return clean, folded laundry M-W to the second-floor linen storage area. Get a key from the parish office. Lock the door when you are done and return the key to the parish office.