



Quaker Open Christmas 2009
Union Chapel, Islington, London
23rd to 30th December

Quaker Open Christmas Job Descriptions:

DAYTIME SHIFT BUILDING SECURITY AND MAINTENANCE WORKERS

At the discretion of the Shift Manager, you can allow guests to use the showers (supervised by you) in the morning. Otherwise, you will generally be responsible for cleaning the loos, showers, floors, and tables and every other surface that needs cleaning. You are also responsible for helping to monitor building security; please note which doors should be locked and who is in the project.

Times:

- 8:am Breakfast – Please eat breakfast with the other volunteers and the guests.
- 10:am Only volunteers should be in the building. Guests should go to day centres.
- 12:30 Lunch for all volunteers.

Some things to be aware of:

- You will need to serve as Doorkeeper until the Project is closed for cleaning.
- Heavy Duty gloves are available.
- If the showers are used, please check the toiletries.
- All towels used must be washed, dried, and folded.
- All Volunteer Apron Uniforms must be washed, dried, and folded. The Overnight Shift may have left theirs for you to wash (hopefully in the washer).
- All bedding needs to be washed, dried, folded and put away in the cupboard for the overnight shift. When handling bedding please remember the Sharps Policy.
- Kate needs to know if you are running out of anything! Please call her – use the Shift Leader's phone at an appropriate moment.

Tools You Will Need:

1. There is sign in sheet for the Breakfast Guests and pens in the office.
2. Your Shift Leader will have the list of Overnight Guests and also the list of volunteers.

The purpose of each QOC Job Description is to help the entire Project run smoothly by ensuring that each job is assigned to a responsible volunteer. As long as the jobs are fulfilled, the roles can then be interpreted somewhat flexibly.

3. Your cleaning materials are marked Red.

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