



Quaker Open Christmas 2009  
Union Chapel, Islington, London  
23<sup>rd</sup> to 30<sup>th</sup> December

### **Quaker Open Christmas Job Descriptions:**

#### **EVENING SHIFT CLOTHES STORE HELPER**

The Clothes Store Manager is Frances Pearce. She will be working for every Evening Shift and manage the clothes store for the entire project.

Your role will be to assist her in controlling who comes into the clothing store by using a ticket system. Access to the showers is also via the clothing stores and is controlled by a parallel ticket system. Individual guests may or may not combine the two visits.

You will also need to assist her in distributing clothing, arranging and tidying clothing stocks (both new and second-hand), washing towels, tea towels and bed linen, and volunteer aprons, and washing other items that are discarded by guests that are reusable, etc. You will also need to assist in preparing for the next day.

#### **Times:**

6:pm            Dinner – Please eat with the other volunteers and the guests.

#### **Some things to be aware of:**

- The washer and dryer should be running as necessary cleaning towels from the showers, the Volunteer Apron Uniforms, and any other items. Please keep an eye on these appliances and make sure that each load is moved on when the cycle finishes. Hand over to the next shift by making sure that they understand the position reached with each load.
- Please make sure that all Volunteer Apron Uniforms from the Evening Shift are put into the washing machine at the end of the shift and that the cycle is started.

*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.*