



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

Quaker Open Christmas Job Descriptions:

EVENING SHIFT COMMON ROOM WORKER

Your main job in this role will be to engage with the guests and to make them feel welcome. There are books and games available. There will also be some entertainment. The Shift Leader will know what is on for that night; please make sure all guests are aware and move them to the appropriate room as needed. If there is a DVD or another activity, you will be responsible for making sure that is turned on and/or happens. You will also need to help prepare the tables and chairs for dinner and then to clear them away again. And, you will be responsible for tidying the Common Room.

Times:

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

Some things to be aware of:

- The common room may be very busy. Please try to welcome every guest.
- Another volunteer is assigned to make 'appointments' for the Pillion Trust. Please help identify who might want to meet with the Pillion Trust for Drug/Alcohol/Mental Health counselling.
- An additional volunteer is assigned to make 'appointments' for the Doctor or Nurse. Please help identify who wants medical attention.
- There is a ticket system for the showers and the clothes store, monitored by people from those roles; please point out to them who needs a ticket.
- You will need to help set up the tables and chairs in time for dinner and also take them down again after dinner.
- The beds can be made after 9:pm.
- Find out if there will be women staying and if so, make sure that there is adequate 'screening' for them.

Tools You Will Need:

1. These depend on the shift entertainment – please check with the Shift Leader during the briefing.
2. Otherwise, you need patience and a good listening ear.

*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.*