



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

Quaker Open Christmas Job Descriptions:

EVENING SHIFT DOORKEEPERS

This is one of the most critical roles of the Evening Shift. You will be responsible for the Fire Safety List, for greeting each guest, and for security at the door. There will be two people assigned to this role.

Times:

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

Some things to be aware of:

- Some people have been banned from Union Chapel or may be banned from the project. It will be your responsibility to try to keep them from entering. You will have a photo of anyone banned from the project.
- You must record everyone who comes in and out of the project for the Fire Safety List. In the event of a fire, you must take this list to the Fire Assembly Point across the street in the car park and give it to the Shift Leader.
- Dress Warmly! You will be outside at the gate for most of the shift and should be prepared with warm clothes, a hat, gloves, etc.
- If you need to leave the position (for dinner, or to get a cup of coffee, or to go to the loo, etc.) you should tell the Shift Leader (you will have a phone) and then shut the door putting the 'Back in 15 or 30 minutes' sign in place.
- When you greet each guest, please make each one is aware of the rules of the project.
- If there are more people hanging around outside the gate, they are not part of the project, so our rules do not apply (eg our rules on drinking do not apply). Please do not leave the project and do not get involved in any disagreements or fights – call the Shift Leader if in doubt.
- We can offer sandwiches, soup, etc. to anyone outside.

Tools You Will Need:

1. The Doorkeepers' Mobile Phone. You can call the Shift Leader at any time if you need assistance.
2. A clipboard marked QOC Fire Safety List and the list appropriate to your shift (please check). You will need to record anyone who comes in or out

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of the project. We are limited to 75 people in the project, including the volunteers. There are plenty of pens in the office.

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