



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 BUILDING SECURITY AND MAINTENANCE WORKERS**

In addition to managing the shower system and keeping the showers and the loos clean, you will also need to keep a sharp eye for safety, specifically in the loos. Look out for signs of drug use and inform the Shift Leader if necessary. You will also need to check to make sure that the back door by the loos remains closed. In general, you will need to 'Patrol' the outdoor corridor, hallways, and other areas to check on safety – this can be done inconspicuously, for example, when cleaning or chatting with Guests. Please also help with the recycling and rubbish, if necessary.

#### **Times:**

Until 6:pm You will use a ticket system to manage who is using the two showers downstairs in the Clothes Store. No more than two guests can be there at one time. You will need to give the guests towels and ensure that there are enough toiletries. Used towels need to go in the washer and you may need to run the washing machine and dryer.

Concurrently, you will need to keep the showers and the outdoor loos clean. You will be part of a male and female team assigned to this job to ensure that each area can be cleaned.

6:pm Dinner: Please eat dinner with the other volunteers and the guests!

Until 10:pm Showers should be finished, although you can open up the showers for late-comers. Please concentrate on the cleaning and monitoring. All towels must be washed and dried by the end of your shift.

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

- Heavy Duty gloves are available.

#### **Tools You Will Need:**

Your cleaning materials are marked Red.

*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.*