



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

Quaker Open Christmas Job Descriptions:

OVERNIGHT SHIFT BUILDING SECURITY & MAINTENANCE WORKERS

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

Times:

- 10:am Only guests who are booked into a bed and also volunteers should be in the building. From this point, you will need to help monitor building security.
- 7:am Breakfast – please eat breakfast with the other volunteers and the guests (snacks and drinks are available throughout the night)

Some things to be aware of:

- Please respect the Guests who wish to sleep by not slamming doors, talking loudly in the hallway, or cleaning loudly. It is better to leave a job undone, rather than to do it and keep the Guests awake.
- 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 Evening Shift may have left theirs for you to wash (hopefully in the washing machine).
- 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:

- The Shift Leader will have the list of who should be in the building, namely volunteers on your shift and Guests.
- 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.*