

OVERNIGHT VOLUNTEER

The overnight volunteer is responsible for assisting overnight staff and for preparing breakfast and cleaning the kitchen in the morning.

- Arrive at the shelter no later than 10 PM.
- Assist overnight staff as needed.
- Sleep between 11 PM and 5 AM unless the staff needs help.
- Help staff throughout the night as needed- do not lock the door to the sleeping area and do not wear earplugs.
- Oversee breakfast preparation at 5:30 AM- put out cereal and milk, pastries, etc.; assist where needed.
- Make approximately 50 cups of coffee for residents.
- Close breakfast at 6:45 AM and clean up the kitchen.
- Ensure that residents clean the dining area according to the morning chores assigned to them.
- Turn off lights and equipment.
- Walk through the shelter and make sure all residents are out of the building by 7 AM.
- Make sure that all doors are locked.