

## Dormitory Team Member Job Aid

**READ THIS ENTIRE JOB AID BEFORE TAKING ACTION**

<b>Reports to:</b>	Dormitory Supervisor
<b>Reporting to you:</b>	n/a
<b>General job overview:</b>	Provide a welcome atmosphere to shelter clients and answer any questions. Assist in dormitory activities.
<b>Knowledge and training:</b>	ARC Shelter Fundamentals

INITIAL ACTIONS	
<input type="checkbox"/>	Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/>	Review <ul style="list-style-type: none"> <li>• Cabarrus County Sheltering SOG</li> <li>• Shelter Rules</li> <li>• Dormitory Map</li> <li>• Dormitory Team Member Job Aid</li> </ul>
<input type="checkbox"/>	Assist Dormitory Supervisor if facility equipment or furniture need to be moved. Make note of original configuration and coordinate with Facility Rep to discuss best method of storage.
<input type="checkbox"/>	Assist Dormitory Supervisor with the setup of cots in dormitory space.
<input type="checkbox"/>	Place trash cans/bags in the Dormitory Area.

DAILY SHELTER OPERATIONS	
<input type="checkbox"/>	Sign in and out at the Staff Area, including leaving for breaks.
<input type="checkbox"/>	Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/>	Ask unfamiliar individuals entering the Dormitory Area if they are registered at the Registration Area.
<input type="checkbox"/>	Direct clients to assigned cots (reference dormitory map).
<input type="checkbox"/>	Monitor the capacity of the dormitory area and notify the Dormitory Supervisor when approaching capacity.
<input type="checkbox"/>	Educate shelter clients on the shelter rules and enforce them, when necessary, to ensure a safe and secure shelter for all.
<input type="checkbox"/>	Ensure clients are respecting the boundaries of other clients and other clients' belongings.
<input type="checkbox"/>	Remind shelter clients to check out at Registration before leaving the shelter.
<input type="checkbox"/>	Perform regular walk throughs of dormitory and bathroom facilities and notify the Dormitory Supervisor of concerns and potential issues.
<input type="checkbox"/>	Refer anyone who expresses interest in volunteering to the Dormitory Supervisor.
<input type="checkbox"/>	Direct clients with medical, behavioral or other concerns to the appropriate staff.
<input type="checkbox"/>	Communicate Dormitory Area needs, potential issues, and security concerns to Dormitory Supervisor before ending shift.

SHELTER CLOSING ACTIONS
<input type="checkbox"/> Attend brief with Dormitory Supervisor on what cleaning and closing actions will need to be taken.
<input type="checkbox"/> Disinfect and fold up cots.
<input type="checkbox"/> Return facility furniture or equipment in shelter areas back to their original configuration.
<input type="checkbox"/> Collect and return all shelter supplies.
<input type="checkbox"/> Remove and return all signs posted in and around dormitory area.
<input type="checkbox"/> Place trash in garbage bins and that bins are emptied.
<input type="checkbox"/> Thoroughly clean the Dormitory Area.
<input type="checkbox"/> Remove all shelter signage.
<input type="checkbox"/> Notify Dormitory Supervisor of any damages to the shelter facility that cannot be resolved prior to closure.
<input type="checkbox"/> Turn in all remaining paperwork to Dormitory Supervisor.
<input type="checkbox"/> Participate in debrief.

LOGISTICS SUPPLY LIST
<b>Dormitory setup:</b> Cots, blankets, and pillows, measuring tape, trash cans, trash bags, dormitory signage, painters' tape
<b>Client supplies:</b> Hygiene kits, feminine hygiene items, hand sanitizer, diapers and disposable wipes, durable medical equipment, batteries
<b>Cleaning supplies:</b> Broom, dustpan, Swiffer and Swiffer WetJet Pads, disposable gloves, mop, bucket, paper towels, all-purpose cleaner, bleach
<b>Office supplies:</b> Pens, notebook, post-its, markers, scissors, stapler
<b>Personal supplies:</b> Agency ID, mobile phone and charger, comfortable closed toe shoes, water bottle, snacks, flashlight

## Food Service Supervisor Job Aid

**READ THIS ENTIRE JOB AID BEFORE TAKING ACTION**

<b>Reports to:</b>	Shelter Shift Supervisor
<b>Reporting to you:</b>	Food Service Team Members
<b>General job overview:</b>	Provide a welcome atmosphere to shelter clients and answer any questions. Supervise food service operations and staff. Ensure that proper food handling procedures are being followed.
<b>Knowledge and training:</b>	ARC Shelter Fundamentals, ServSafe Food Handler Certification

### INITIAL ACTIONS

- Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
- Review
  - Cabarrus County Sheltering SOG
  - Shelter Rules
  - Food Service Supervisor Job Aid
  - Food Service Team Member Job Aid
- If facility equipment or furniture need to be moved, make note of original configuration and coordinate with Facility Rep to discuss best method of storage.
- Setup of Food Service Area.  
*The Food Service Area should have, at minimum, 2-3 tables from which to serve food, 2-3 tables with chairs for shelter clientele to utilize while eating. 1 table from which bottle water and snacks can be dispensed. Post signs regarding handwashing and mealtimes. Access to sinks for handwashing is essential.*
- Check bathroom facilities to ensure that there is:
  - Hot and cold running water
  - Soap
  - Functioning toilets
- Attend brief with Shelter Manager to discuss food services needs and schedules for shelter opening.
- Brief Food Service Team Members on safe food handling practices (do so on a regular basis) and completing ICS 214 forms.

### DAILY SHELTER OPERATIONS

- Sign in and out at the Staff Area, including leaving for breaks.
- Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.