

## **GUIDELINES FOR STAFF**

### **HAYWOOD COUNTY SHELTER**

**Revised 12/29/08**

1. Staff couple arrive at shelter by 7:30 pm and pray over facility and incoming guests.
2. Receive guests around 7:45-8:00 pm. Staff and guests sign in the log book. Add any comments, suggestions or issues during your shift into the log book. Have each guest complete a Guest Registration Form found in back of log book and place in back pocket of log book.
3. Place guest's personal items in a plastic storage bin with name on it. Supplies in walk-in closet. Returning guests keep their blanket and personal items in their assigned storage bin.
4. Be prepared to lead a 10-15 minute devotional.
5. Individual ministry as needed. Women minister to women and men minister to men.
6. Lights out at 10:00 pm.
7. Retire to private room to sleep where cots are provided.
8. Security wakeup guests at 6:30 am.
9. Van pick-up at 6:50 am for drop-off at Community Kitchen in Canton and Open Door in Waynesville. (Breakfast and showers available at the Open Door)
10. Clean and disinfect bathrooms, kitchen, cots and plastic containers. Vacuum and sweep floors. Mop bathrooms, kitchen, hallways and bedrooms. Cleaning supplies located in hall closet, beside the refrigerator and in the laundry room. Please dispose of all trash in the green receptacle behind New Covenant Church.
11. Showers are recommended to be taken at the Open Door. However, if a guest takes a shower, please place dirty towel in a mesh bag and give to van driver in the morning to take to Open Door to launder and return.

#### **OTHER:**

1. While staff members are encouraged to offer friendship and emotional support to guests, staff members may not give guests money or personal favors.
2. No smoking policy for staff and guests inside the shelter. Security OK's outside smoking for guests in the appropriate place.

**OVERNITE ITEMS TO BRING:**

Optional: Sleeping bag or air mattress

Bible, Pillow, Blanket, Toiletries

Sleep in comfortable clothes, sweats suggested.

Cell phone

Emergency contact: Karen Morgan: 400-9795, Perry Hines: 768-5996