



Pine Street Baptist Church

CARITAS Volunteer Handbook 2012

- Empty trash (Main trash and each

bathroom trash can) and take it out to the Supercan. Please put new bags in each can.

- Push the thermostat temperature to the right to get the AC to cut off
- Turn all the lights off
- Lock both doors
- Put the keys back in the Lockbox and make sure the numbers are not on the correct code.
- Close Gate at Pine Street and the gate at the alley

Thank you for your service!!

Thank you for your willingness to support this important ministry

of our church!

Please arrive at the Pollard Building no later than 4:30. If possible, please arrive by 4:15, so the building has a chance to cool down. PLEASE REMEMBER, WE CANNOT LET GUESTS IN THE BUILDING UNTIL CARITAS STAFF ARRIVES.

If you have any problems or will be unable to make your shift, please call Jennifer Downer at (804) 201-3827.

Procedure for Beginning of Shift:

- Unlock both doors. Keys are in the lockbox on the door directly across from the church door.

Code 0316

- Turn on all the lights
- Turn the temperature down on the thermostat, so the AC will turn on
- Empty ice machine and refill the water to the fill line
- Prepare Drinks (Ice in machine and freezer and drinks are prepared in the refrigerator)
- Prepare Snacks (In overhead cabinet and/or refrigerator)
- Do not allow guests inside the building until CARITAS staff arrives
- Once guests arrive, offer beverage, snacks, TV, Games, etc.
- The TV needs to be on Channel 91 with the digital converter box

turned on (Light will be green)

- Be a gracious host

Procedure for end of shift:

- Ask guests to put away chairs
- Sign into volunteer log with volunteer names, number of guests served and what was served
- Clean up snack table
- Mop up any spills
- Make drinks for the next day
- Clean restrooms (Bleach and gloves in storage closet) Clean sinks and commode and wipe up any wet spots on the floor
- Make sure there is enough toilet paper, soap and paper towels.