

| SETUP | | |
|-------------------------|-----------------|--|
| Station | Adult/Minor/All | Responsibility |
| Hygiene Kit Assembly | Minor | Assemble hygiene kits for distribution to guests. A typical hygiene kit includes a toothbrush, toothpaste, soap, shampoo, body wipes/Crud cloths, body lotion, shave gel, deodorant, a razor, lip balm, bandages, and hand sanitizer |
| Clothes Table | All | Set up clothing table station, separate clothing by gender and clothing type (i.e. tops, bottoms, shoes) |
| Garbage | All | Remove garbage and debris from the site and prepare trash cans for use by guests and volunteers |
| Hose Connections | Adult | Connect hoses to fire hydrants/water pumps and to cleaning hoses |
| Generator | Adult | Turn on generator, plug into water heater and main electricity source |
| Driver | Adult | Drive the truck and trailer to the service location if providing services outside of our normal site location |
| OPERATIONS | | |
| Station | Adult/Minor/All | Responsibility |
| Intake | Adult | Collect data on guests and direct them to the shower waiting line (Line Coordinator) |
| Shower Line Coordinator | Adult | Assigns and monitors guest placement for the showers (15-minute shower time limit) |
| Shower Supply Prep | Minor | Gather hygiene kits and towels and place them into the shower after it has been cleaned in-between guest use |
| Guest Services | Adult | Engage with guests to make sure that they feel safe and comfortable. Answer any questions they may have and assist them with additional resources they may need such as Medical, Dental and Vision care specialists on site |
| Shower Cleaning | All | Clean out showers after use, spraying them down with cleaning agents and disinfectants, squeegee excess water out of the stalls |
| Maintenance | Adult | Provide any needed trailer maintenance (i.e. hot water heater, minor repairs) |
| Warehouse Runners | Adult | Run errands to the local warehouse to replenish supplies needed at the site |
| CLOSE OUT | | |
| Station | Adult/Minor/All | Responsibility |
| Clothes Table | All | Break down the clothing table, sorting leftover clothing back into bags for transport to the warehouse |
| Garbage Removal | All | This station will remove garbage and debris from the site and take down trash cans from the site. |
| Hose Retraction | Adult | Disconnect hose from the fire hydrant, and reeling hose into the storage bin |
| Generator | Adult | Disconnect the generator |
| Propane Refill | Adult | Refill propane tanks for heating and cooling, place in safe storage area |
| Warehouse | All | Monitor inventory, organize supplies and notify of shortages |
| Driver | Adult | Drive the truck and trailer from the permanent site location to "visiting sites" if needed |