

MORNING HOSTS (6:00 TO 8:00AM)

- 6:00am Check with overnight hosts on guest status and issues.
- Verify bag lunches have been moved from the Social Hall storage room refrigerator to the table in the foyer ½ hour before guest leaves. Guest name and depart time are on the bag.
 - Verify the breakfast supplies have been moved from the kitchen to the dining area (refrigerated and room temperature items) . Do NOT turn on lights in the dining area.
- 6:00-7:00 Wake up guests according to the schedule (see note).
- Use wake up sheets and bed locator. Check off guests on the list as they are awakened.
 - Advise guests the time their driver will be there and ask them to be in the foyer ready to go at least 5 minutes prior to scheduled pick up.
- 6:00-7:30 Keep breakfast buffet stocked.
- 6:00-8:00 Match up drivers with guests.
- Driver sheets are on the host intake table at the front door.
 - Give transportation sheet to each driver
 - Note if a driver does not show, the host could help and drive.
- 6:30-6:45 Turn on ONE overhead light in the dining area.
- 7:00 All guests are up. Turn on lights in all sleeping & dining areas.
- 7:45-8:00 Clean-up eating area. Rinse out coffee pots. Put away Perishables, and consolidate non-perishables on breakfast cart for the next day.
- 8:00 Confirm all guests have left.
- Turn off all lights and lock doors including office (thru copy room) if church staff has not arrived. The key is in the white binder. Charge phone in office on cradle at desk.

NOTE:

If possible, a male host will wake up male guests and a female host will wake up female guests. Hosts assist matching guests with drivers and handling the breakfast service and clean up. Final breakfast clean up is 8:00-8:30 AM. See generic list of host responsibilities. Optional: Drive guests to SOS if a scheduled driver does not show up.

- Contact Barb Schandavel if there are breakfast food needs (248-548-5469)
- Record other issues in the host log at the intake desk.

Paul Plante

Pgp/Duties Morning Host.doc 11/11/14