

SOS Overnight Host (11:00 PM to 6:00 AM)

- ❖ Review wake up times and bed location charts with evening hosts before their shift ends.
- ❖ Lights out in the sleeping area at 11:00 PM. Guests may stay up, but sleeping areas must be quiet and dark. TV must be off by 11:30 PM.
- ❖ Remain awake throughout the night (or set a nap schedule: one host must be awake at all times).
- ❖ Walk through the church every hour or so. (Flashlight at the front desk)
- ❖ Check on breakfast cart set up in the Social Hall kitchen. Non-Perishables will be on cart by dinner crew. Perishables will be set up by morning host. Write-up of items required is on the cart.
- ❖ Turn on coffee at 5:00 AM. Directions near pots in kitchen. Make (1) large pot regular (16 cups) and (1) small pot decaf (8 cups). Discard any coffee left overnight, and wash it's pot.
- ❖ Quietly set up the breakfast buffet in the dining are by 6:00 AM. Add perishable refrigerated foods to the cart in the kitchen. Non-perishable foods should already be on the cart from prior night kitchen crew.
- ❖ Distribute bag lunches to guests who have to leave early. (Lunches are kept in Social Hall storage room refrigerator, labeled with guest's name and departure time).
- ❖ Quietly bring up bag lunches from storage room refrigerator to foyer by ½ hour before each guest departure.
- ❖ Match guests with first shift of AM drivers, as needed.
- ❖ Check all thermostats in SOS occupied rooms around 11:00 PM and 3:00 AM, and reset temperature to 72 F. Affected areas include front foyer hallway, pavilion, and social hall. Other sleeping areas such as classrooms and conference rooms will be monitored by guests to avoid waking them.
- ❖ Drive guests to work at 6:00 AM if you are available, and if required.
- ❖ See list of host generic duties and responsibilities.

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