

Room at the Inn

General Duties

When You Enter The Shelter For Your Work Each Time (For everyone who may have contact with the guests)

- Write your first name on a name tag: Note: Use the same color of tag as your shift peers. (The guests will have a different color.)
- Receive a “debriefing” of what happened during the previous shift and previous day by speaking with other workers and reviewing the Staff Log Book and shift notes.
- Check to see that the phones are re charged and turned on.
- Check your name off the shift schedule.
- Get direction on what is needed to be done during the shift from the shift leader/captain.