

SET-UP & CLEAN-UP PEOPLE

Mission

Prepare the rooms to receive our IHN guests and restore the rooms after the guests leave.

Responsibilities

1. At the beginning of the host week, unload beds from the trailer. Trailer should be disconnected from the van and stored behind the church. The van will be used by Drivers to transport families to and from the IHN Day Center.
2. Beds should be wiped down with sanitizing wipes or disinfectant and paper towels.
3. Rooms should be set-up by family, as indicated on the Family Profile forms. Beds should be made up with mattress pad, sheets, blanket, and pillow. Bath towel, hand towel, and wash cloth should be placed on each bed.
4. A bed for Overnight Hosts should also be set-up in the Shell Room.
5. Make sure shower room is clean and non-skid tub mat is in place. Verify toiletries are in place. If needed, get soap and shampoo from Pig Pantry (key #15).
6. At the end of the host week, strip linens from beds. Linens and towels should be bagged and placed in the Narthex. Note: Since linens may have come in contact with bodily fluids, Universal Precautions should be used when handling them. If you don't know what Universal Precautions are, please ask or do not volunteer for that aspect of clean-up.
7. Clean-up volunteers will take the linens home, launder them, and return them to the church. Note: Please only volunteer to do laundry if your washer has a "SANITIZE" setting. Again, Universal Precautions should be used when handling linens.
8. Trailer should be reconnected to the van. Beds should be loaded onto the trailer and delivered to the next host church (location and directions will be provided by the Coordinator).