

Laundry Volunteer

This volunteer opportunity occurs in the laundry room of our emergency shelter, following safety guidelines that include hand washing, glove use, mask use and proper cleaning procedures for linens. Responsibilities include, although are not limited to:

- Arriving five minutes prior to the start of your volunteer shift.
- Sorting linens.
- Loading and unloading washer and drier.
- Folding linens.
- Preparing individual sets of linens and bedding items distributed to, and used by guests staying in emergency shelter.
- Maintaining cleanliness of laundry area.
- Dispensing toiletries to guests.

While performing the duties of this job, the volunteer is regularly required to stand, walk, use hands to finger, handle, or feel, lift and/or move up to 20 pounds, and talk and hear. The employee is occasionally required to sit, and reach with hands and arms.

The following ARE REQUIRED, related to volunteering at the Siena Francis House:

Prior to coming to the Siena Francis House's emergency shelter facility and entering our 1117 North 17th Street emergency shelter facility:

- Sign up online for an open volunteer position, including electronically signing the Volunteer Agreement (expectations, waiver, code of conduct).
- Have a face mask ready and plan to wear it in our facilities.
- Wear closed-toed shoes with rubber/non-slick soles.
- Minors must be accompanied by an adult at all times.

When you arrive at the emergency shelter's front desk:

- Check in with staff at shelter's front desk. Notify staff that you are a volunteer for the laundry room, and that you will be working with Jeff Harrod.
- Obtain a "Visitor's Sticker" from shelter staff and wear it prominently.
- Walk through dining room, through the kitchen, to the dock/pantry area to clock-in at the kiosk.

When you arrive in the dock/pantry to clock-in:

- Introduce yourself to the staff.
- Clock-In to record that you arrived for your volunteer shift, using the computer at the sign-in kiosk, located behind the kitchen.
- Need to put your purse or coat away? Use one of the lockable lockers near the volunteer sign-in computer and kiosk.
- Wash your hands using soap and water; dry hands.
- Put on disposable gloves.
- Please follow instructions provided by the staff in the area.

Before you leave:

- Wash your hands.
- Please clock out of your volunteer shift on the computer kiosk.

THANK YOU VERY MUCH FOR YOUR VOLUNTEER ASSISTANCE!