Job Descriptions

<u>Greeter (stationed at the front office):</u>

The Greeter has two main duties: (1) set-up and clean-up and (2) staffing the front desk to greet neighbors and let them into the building. They are the first face visitors see, welcoming them into the space.

Tasks:

Before the doors open for service:

- When you arrive at OBT go to the resource room and move the OBT sign next to the cafeteria door.
- Get the door stop off the shelf in the office or it might be on the coffee cart. Wedge it into the cafeteria door to hold the door open.
- Get towels and wash clothes out of the resource room and bring them down along with a basket to the cafeteria. Put the towels and wash clothes on the table.
- Check the shower caddies to see if they need any refills or shower products. If you need to refill them the shower products are in the gray cabinet. If someone wants a razor they are in the gray cabinet.

  Move the coffee cart to the cafeteria.
- OPTIONAL DEPENDING ON WHAT THE COMPANIONS SUGGEST: Make coffee if asked by companions. You can fill up the pot from the sink in the laundry room. Use 5-6 scoops of coffee for a full pot. The creamer is in the frig in the small office down by the resource room.

When the doors are open:

- When people come in, ask them if they are here for OBT. If yes, then open the door and direct them down the hall to the One Big Tent Sign.

At the end of the shift:

- Help the companions clean up: put the sign back in the resource room, move the shower caddies and clothes basket with wet towels

back into the resource room, clean out the coffee pot and move the cart back into the small office. Help sweep and spot mop the cafeteria floor.

Host (stationed in the cafeteria):

The main purpose of the Host role is to make sure all neighbors feel welcomed and safe and to resolve any issues that may arise or find the right person to resolve issues.

Before neighbors arrive:

- Make sure lunchroom is neat, tables are clean, etc.
- Make coffee, if necessary.
- Put out two full water pitchers.
- Make sure hand sanitizer is available.
- Assist chefs as needed.

When neighbors arrive:

- Greet each person as they enter the lunchroom.
- Make any announcements re: menu.
- Assist with special needs: seating, help carrying food to table, etc.
- Pull up a chair and chat with our neighbors, taking your cue from them re: subject, tone, duration of conversation.

After neighbors leave:

- Wipe off tables.
- Sweep/mop floor as needed.
- Leave lunchroom ready for next users.
- Assist chefs with packing up, transporting items to their cars, stowing leftovers, etc.