

VOLUNTEER & MEAL PROVIDER PRESENTATION

UPDATED October 2, 2020

housing
FORW>RD
ending homelessness

BEYOND THE CRISIS

REIMAGINING THE SHELTER & NAVIGATING THE ROAD AHEAD

INTERIM HOUSING PROGRAM

“A 24/7 shelter model that provides individual accommodations and meals (two or three per day) with a focus on making connections to housing resources and ending a person’s homelessness as soon as possible.”

THE WRITE INN, 211 N. Oak Park Ave., Oak Park



CLIENT, STAFF and VOLUNTEERS

Access via south entrance
designated

**do not use the front door
on Oak Park Ave.**

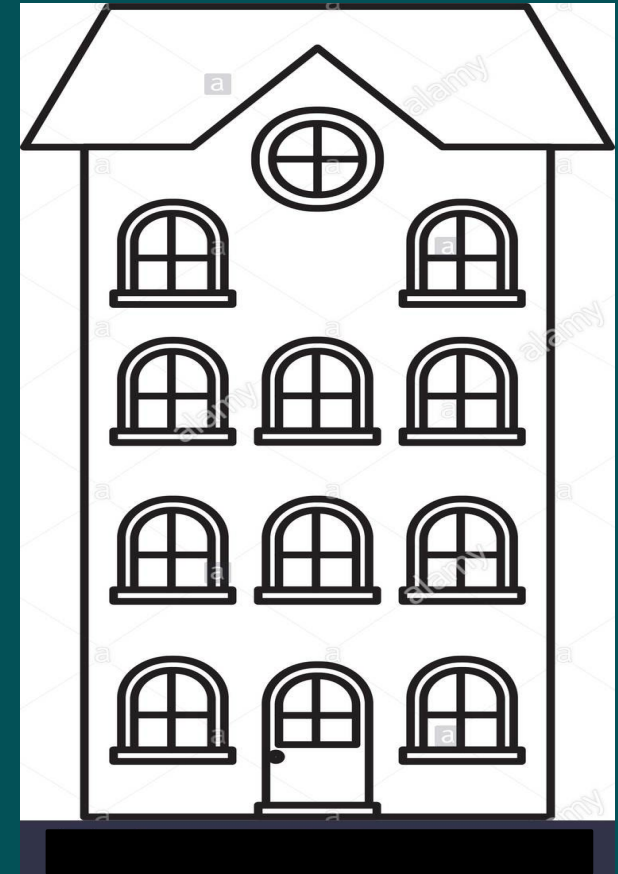
The Write Inn - the layout

Ground Level:

- check-in desk
- elevator
- outside patio for clients to smoke (west side of building)

Four hotel room floors:

- 54 client rooms
- 3 communal rooms (floors 1-3)
- 7 staff offices (floors 1-4)
- 1 staff break room (floor 4)
- Floor 1 dedicated to medical respite in partnership with Cook County Health



VOLUNTEER SHIFTS & OPPORTUNITIES **starting 10/5/20**



7 days a week, starting 10/5/20

VOLUNTEER SHIFTS & DUTIES

Monday-Sunday

MORNING SHIFT:

6:30am-9am (2 Volunteers) 2.5 hours

DAYTIME SHIFTS:

9am-11:30am (3 volunteers) 2.5 hours

11:30am-3pm (2 volunteers) 3.5 hours

3pm-5:30pm (2 volunteers) 2.5 hours

EVENING SHIFTS: (excludes dinner delivery team)

5:30pm-7:30 pm (2 volunteers) 2 hours

7:30pm- 10:30pm (2 volunteers) 3 hours

OVERNIGHT SHIFTS:

10:30pm-2:30am (2 volunteers) 4 hours

2:30am-6:30am (2 volunteers) 4 hours

DUTIES

- Front desk monitoring
- Breakfast/Lunch distribution (8-8:30)
times updated
- Organizing supplies, Laundry (*when rooms turnover*)
- Client needs assistant

DUTIES

- Dinner distribution
- Client needs assistant
- Front desk monitoring

DUTIES

- Building Rounds
- Front Desk Monitoring

NEW VOLUNTEER ROLES:

FRONT DESK MONITORS:

Duties include but not limited to:

- ✓ Watching cameras
- ✓ Organizing supplies & donations
- ✓ Light administrative tasks
- ✓ Receive and store meal deliveries

CLIENT NEEDS ASSISTANT:

Duties include but not limited to:

- ✓ Fielding client concerns
- ✓ Reporting on larger needs that need to be addressed
- ✓ Assisting clients in rooms

VOLUNTEER SAFETY GUIDELINES

1. MANDATORY MASK WEARING throughout the building
 2. Meal drop-off volunteers will be required to:
 - Stop at front desk to check-in/sign-in
 3. ON-SITE Volunteers will be required to
 - 1) Stop at front desk to check-in/sign-in
 - 2) Have temperature checked
 - 3) Complete Wellness Questionnaire
- ✓ **Hand Sanitizer is at the front desk and free standing hand sanitizers are on each floor**
 - ✓ **Volunteers should be individuals with no underlying health issues or suppressed autoimmune systems**
 - ✓ **Youth under 18 must be accompanied by an adult**

Breakfast and Lunch Providers **starting 10/5/20** 60 servings per meal - **MUST** be pre-packaged

BREAKFAST:

- Oatmeal
- Grits
- Yogurt
- Hard-boiled eggs
- Jimmy Dean Breakfast Sandwiches (microwavable)
- Cereal
- Pastry (i.e. muffins, honey buns)
- Soft fruit

LUNCH:

- Sandwich
- Soft fruit
- String cheese
- Granola/power bars
- Chips
- Juice, milk, water, sports drinks etc.

HF will supply:

Cups

Eating Utensils

Coffee

Paper bags

Napkins

NO:

Unpackaged foods

DINNER PROVIDERS – starting 10/5/20

60 servings - MUST be pre-packaged:

**Will be listed on
volunteer
calendar as – 1
slot = 30 meals
(2 slots = 60
meals)**

OPTION I:

Prepared pre-packaging meals that will be handed out to each room by “meal team”. Teams will consist of about 3 people to not overcrowd the hotel.

OPTION II:

Purchase individual meals from restaurant, pick-up and deliver.

NO:

Pork or Unpackaged foods

Meal Provider supplies:

Eco containers -
webstaurantstore.com

HF will supply:

Cups
Eating Utensils
Coffee
Paper bags
Napkins

ALL MEAL PROVIDERS

SIGN-UP

On the Volunteer Calendar under 'GET INVOLVED'

Meals will be listed on volunteer calendar as - 1 slot = 30

meals; 2 slots = 60 meals **CALENDAR GOES "LIVE" 10/3/20**

BREAKFAST LUNCH DROP-OFF - The NIGHT BEFORE 7pm-9pm

DINNER DROP-OFF - The NIGHT OF 6pm-7pm

FOOD SAFETY

Guidance from USDA guide for "Cooking for Groups" See link:
https://www.fsis.usda.gov/wps/wcm/connect/82770ed6-4ec5-4075-9b09-4a24bef24af6/Cooking_for_Groups.pdf?MOD=AJPERES

We strongly encourage all food team members to take the Food Handlers certificate course -- it's online and low cost.

<https://www.servsafe.com/>

WHAT'S NEXT?

- ✓ October 5, integration of volunteers will begin
- ✓ Volunteers will begin fulfilling scheduled assignments
- ✓ Meal Teams will begin signing up for shifts on the calendar
- ✓ Volunteers will begin fulfilling scheduled assignments
- ✓ Learn and adjust as needs change and the program evolves

Thank You!

We appreciate your continued support!

housing
FORWARD