

# SHELTER SET-UP INSTRUCTIONS

(October 2018)

1. Set-Up volunteers are responsible for the dinner for our up to 10 guests, themselves, and the overnight volunteer. You have three options: (1) Cook the meal at the synagogue with the food and ingredients on hand; (2) Cook at home and bring the meal; (3) Order in from a local restaurant. You should arrive at the Shelter at 6 p.m. (especially if cooking), and no later than 6:30 p.m. (if bringing in prepared food or ordering food from a restaurant). No shellfish or pork is allowed at the shelter. The guests are brought in by bus and usually arrive between 7:30 p.m. and 7:45 p.m. Dinner should be ready to be served by 7:30 p.m.
2. Upon arrival at the shelter, get the keys on a lanyard found in the cabinet (along the west wall), which is locked with a padlock (combination: 1 - 4 - 8). These are all the keys necessary for the shelter: the supply closets including the black metal dry goods cabinet downstairs in the kitchen, the extra supply closet (directly to the right when you enter the shelter), the men's overhead storage cabinets, and the phone box in the sleepover room. The guests will need the keys to open their cabinets, but otherwise, you should hold on to them. Then you will hand the keys over to the sleepover volunteer when he or she arrives at roughly 8 p.m.
3. Place two folding tables length-wise, with 12 chairs around them where the guests and you will sit to eat, and one table perpendicular to form a "T," where the food, plates, cups, and beverages will be stationed in buffet style. Take three sheets out of the linen closet to use as tablecloths. The guests will serve themselves.
4. Place the wicker baskets, found in the middle cabinet on the west wall, filled with napkins and utensils on the length-wise tables, with one set on each table. Please refill wicker baskets with napkins and utensils as needed. You will find extra supplies either in the middle cabinet or in the locked extra-supply closet next to the shelter room door. Also put out condiments (ketchup, hot sauce, salad dressing, salt & pepper shakers) as well as cups and beverages. Beverages, salad dressing and condiments can be found either in the shelter room refrigerator or the locked extra supply closet.
5. Fill up two plastic pitchers (located in the kitchen) with water and one with ice. The ice maker is located in the far west corner of the kitchen. These should be placed on the tables.
6. Please use only the white electric oven and stovetop, and the microwave for cooking. Please do not use the large Garland ovens.
7. Make dinner for 10 people (plus some extra for the volunteers) choosing from ingredients found in the shelter refrigerator, shelter freezer, and shelter dry goods cabinet. Serving dishes and utensils are in the gray padlocked cabinet. The smallest key opens the lock.

8. Please make sure that the refrigerator upstairs in the shelter room is stocked with two containers of milk, two containers of orange juice and assorted sodas. The full supply is kept in the kitchen refrigerator or in the extra supply closet near the door.
9. Use the food cart, located in the kitchen, to transport the hot food and utensils from the kitchen to the shelter via the elevator. Ideally, the food will be brought up before the guests arrive at approximately 7:30 p.m. Use oven mitts (located in the gray metal utensils cabinet) when removing food from the oven. Turn oven off. Make sure that all kitchen counters are clean and pots and pans are washed, and the oven mitts are returned to the gray metal utensils cabinet. If time doesn't allow you to wash the pots and pans, please leave them in the sink next to the Emergency Food Program's refrigerator for the guests to wash them. Dish-washing soap and a sponge are located by the sink or in the gray metal utensils cabinet. After dinner is over, the men will wash any dishes used to serve dinner. The food cart must be returned to the kitchen.
10. When the guests arrive, one of the guests will give you that day's manifest. Please have the guests sign their names on the document, which goes into the white Shelter Binder, located inside the closet with the combination padlock. Any new guest must sign the contract, also located in the white binder. The guests all have jobs, but they generally have that worked out amongst themselves every Monday. There is a document that spells out the weekly job responsibilities.
11. After dinner, the guests will take linens and set up their beds. Please give them the keys so that they can open the overhead cabinets and take them back once they've gotten settled.
12. Sign your name into the logbook and note in the comments section what the meal was for the night in order to let the next day's volunteer know what was served. If supplies are running low, please also email [shelter@swfs.org](mailto:shelter@swfs.org) to notify us. We do our best to keep things in stock, but it's always helpful to hear from our volunteers!
13. Give out toiletries to men who need them (found in the supply closet next to the linen closet). The guests will sort out their shower schedule amongst themselves.
14. Chat with our guests and get to know them during the meal! They are a very special group of men and we want to make them feel welcomed and relaxed. That's what makes the experience so meaningful.
15. When the sleepover volunteers arrive (around 8 p.m.) hand over the shelter keys to the volunteer. Please make the sleepover volunteer aware that there are sleepover instructions in the white binder in the wicker basket in the women's lounge (sleepover room). Then you are free to leave.

## **IMPORTANT INFORMATION**

1. If the men are not there by 8:15 p.m., please call **Lance Leener at: 917-453-1017**.  
If you can't reach him, call the Mainchance Drop-In Center at: 212-883-0680
2. If the sleepover volunteer doesn't show up, please call:

**Lance Leener at: 917-453-1017**, or the Columbia University coordinator: **Charlotte (Charly) Voelkel at: 802-280-5929**.

3. Please note that once the guests arrive, they cannot leave the premises. They are only permitted remain in the shelter or in the kitchen. They are strictly prohibited from any other location within the synagogue.
4. The Wi-Fi network passwords are:

**INSIDE THE SHELTER – freedom2015**

**INSIDE THE WOMEN'S LOUNGE – p0wdern0se (note the zeros)**

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For any questions or issues that may arise, please call Lance Leener.

For medical or immediate emergencies call 911. Then call Lance Leener.

You are at: Stephen Wise Free Synagogue  
30 West 68<sup>th</sup> Street, New York, NY 10023 (between Columbus Avenue and Central Park  
West)

**THANK YOU FOR VOLUNTEERING!**