

## **Personal Shift Responsibilities**

- Please arrive at least 15 mins before your shift begins.
- **Important:** Make sure the noise level in the parking area and around the meeting room are kept to a minimum.
- No gambling on the premises
- Make sure that meeting and hospitality rooms are kept clean at all times.
  - Throw away any trash, empty cups, plates, empty food platters, and clean tables. Clean the ashtrays outside several times with the scooper provided. The room where food is served must be swept and mopped at the end of your shift.
- Make sure there's enough sugar, coffee creamer, Equal / Sweet & Lo, cocoa, decaf coffee, cups, napkins, plates and utensils in the hospitality room.
  - If ice is running low, please have someone purchase it and keep the receipt. Keep an eye on supplies and let someone from the 24 Hour Committee know if anything is running low.
- Keep one coffeemaker in the kitchen as a backup.
  - When coffee in the hospitality room is low, start brewing the backup pot.
- When a group arrives for their shift, give them the 7th Tradition envelope & basket, meeting format, literature and chips. After they complete their shift make sure to collect the envelope, basket, meeting format, literature and chips from them.
- Make sure that **both** the **chair** of the meeting and the **person on shift** sign the log for the 7<sup>th</sup> tradition collections and deposit the envelopes in the 7<sup>th</sup> tradition collection box. Keep the kitchen area clean and wash any utensils or trays.
- Make sure the bathrooms have toilet paper at all times. This should be done at least twice during the shift.
- If someone is acting inappropriately, please speak with him or her with patience and compassion. If you can't, find someone who can.
- If for any reason you cannot make it to your shift, please call the committee @... .

Remember that this facility is not our property. They are nice enough to let us use it. We would like to have it again next year, so please, let's treat it with respect. Thank you.

## **The 24 Hour Room Subcommittee**