



JOB ACTION SHEET

Maintenance

Position assigned to	Volunteer
Reports to	Logistics Coordinator
Goal	Provide repair work, janitorial services, and building access
Qualifications	Experienced in repair work
Materials and Equipment	Volunteer vest, ID, radio, tools
Assigned area	All Closed POD areas

INITIAL ACTIONS

- Read this entire **Job Action Sheet**.

Command Briefings and Set-up

- Report to the **staging area**.
- Sign in, put on **vest** and ID.
- Complete a **Medication Screening Form**.
- Take part in the Closed POD **command briefing** to all **volunteers**.
- Take part in the Logistics command briefing to Maintenance, Food Service Provider, and Runner Volunteers.
- Use the ballroom dispensing **layout design** to move tables and chairs.
- Stock bathrooms with extra supplies.
- As requested by the Logistics **Coordinator**, lock and unlock doors.
- Notify the Logistics Coordinator when you have set up and are ready.

Medication

- Prior to opening the Closed POD to **recipients**, report to the **ballroom dispensing area**.
- Receive medication from the Dispenser. Take your first **dose** immediately.

ONGOING TASKS

- As needed, clean and restock bathrooms.
- As needed, empty trash.

Continued on other side.

- Clean up spills.
- Assist the Food Service Provider with keeping the **break area** clean.
- As needed, help Closed POD Volunteers move additional tables and chairs.
- As requested by authorized personnel, lock and unlock doors.
- If feeling fatigued or stressed, report to Logistics Coordinator.

END OF SHIFT

- Receive approval from the Logistics Coordinator to end your shift.
- Fully inform your replacement before leaving. Pass on the information from your command briefing and give him/her a status update.
- Make sure your replacement has all necessary materials and supplies.

STAND DOWN

- Receive approval from the Logistics Coordinator to **stand-down**.
- Help return all tables and chairs to their original location.
- Help return the dispensing area(s) to their original condition.
- When operations end, take part in the volunteer debriefing.
- Return your vest to the staging area.
- Sign out.