FP Nightly Supervisor Responsibilities (8-2025)

- Check email every day for supervisor updates on families or issues.
- Be on site from 5pm to 9pm and use the north door number 9.
- Gloves encouraged for kitchen volunteers.

- Turn on lights and review FP binder for schedule, family info, or any comments (left on kitchen counter)
- Sign in on volunteer sheet in binder in kitchen. **Make nametags for all guests and yourself.**

- Unlock guest rooms (103, 105 and/or 107) and check for cleanliness or other issues.

- Unlock host rooms 101 and 102(Craft room). If there is a couple as overnight host coming, tell them they can move both beds into one room if they like. Or if individual hosts, they can put beds in separate rooms.

- Check bathrooms for cleanliness, garbage and supplies and touch up as necessary.

- Review Family Profiles in binder with names, ages, allergy and medication information.

- Check to see if there is a planned activity and if all supplies are laid out on craft table. If none, you may get some toys or crafts from the table if laid out, or go down into our basement storeroom for toys.

- Insure all meal hosts, evening hosts and overnight hosts know where FP binder is and sign in.

- 5:30pm – 6pm: Confirm dinner has arrived and contact Meal Provider if not (contact info in binder).

- Greet guests as they come in usually around 5:30pm at the Education wing door only (Number 5)**.**

- Begin dinner with guests between 5:30 and 6pm. Ask if anyone feels led to pray and if not lead the prayer. A**sk if they have any special prayer requests & include (Point out Prayer Request box).**

- Guests go through buffet line and help themselves. If children need help, you may offer to assist.

- All volunteers can sit and eat with guests as a family would. Listen!

- Help Meal Hosts and Evening Hosts (esp new volunteers!) as necessary and field any volunteer questions.

- Check guests' assignments for cleanup jobs on whiteboard. Insure they all pitch in to help.

- Guests make lunches after dinner. Please remind them. Gloves encouraged in kitchen.

- Make sure stove is off and dishwasher is turned on, turn the magnetic sign to "clean".

- 6:45pm – greet Evening Hosts and give nametags, sign in sheets. Show around and introduce them to guests.

- 7pm – Hang out with families and Evening Hosts (playground, games or crafts). Do not force activities. They are optional. ***ENSURE TWO ADULTS/PARENTS SUPERVISING CHILDREN AT ALL TIMES, EVEN OUTSIDE**.

- 8:30pm – Encourage Evening Hosts, parents & children to put away games, toys and crafts, in their own assigned family area.

- 8:45 pm – Thank Evening Hosts & greet Overnight Hosts, give nametag and sign in.
- Introduce Overnight Hosts to guests if not already asleep.

- Show binder to Overnight Hosts, show log in sheet, emergency numbers **(DO NOT leave in kitchen overnight but remind to leave binder with keys inside ring on kitchen counter when guests leave in morning).**
- Confirm a cell phone is on site.
- Take garbage in fellowship hall out to dumpster as necessary.
- Check Prayer Box for prayer requests and let coordinator know in your email.
- 9pm – Leave keys, binder with Overnight hosts and say good night.
- **Send email to site coordinator and copy all supervisors with any prayer requests, issues and food and supplies needed by next morning.**