

Staff Support

Site: _____

Position Assigned To: _____

Job Shift(s): _____

You Report To: _____ (Staffing Manager)

Mission: Set up and monitor area for staff to rest and eat; oversee staff belongings; facilitate communication between staff and callers trying to reach them.

Equipment: Telephone, two-way radio, computer with internet connectivity.

- Before Shift:**
- Arrive at assigned site 1 hour prior to start time. Check in and receive site orientation at the Check-in/Check-out Station.
 - Read this entire Job Action Sheet and organizational chart on back
 - Receive orientation from the Staffing Manager.
 - Set up staff break room with tables, chairs, phone, and area for coats and personal belongings.
 - Inventory food and beverages, paper goods (cups, plates, napkins), and personal care items.
 - Set up message board and post staff break room phone number and email address if available.

- During Shift:**
- Prevent unauthorized access to staff belongings.
 - Take and deliver phone messages for staff via radio or message board.
 - Monitor supply of food and beverages, paper goods, and personal care items.
 - Notify Staffing Manager of supply needs.
 - Store supplies when received.
 - Keep staff break room tidy.
 - Request break coverage from the Staffing Manager.

- After Shift:**
- Check out at the Check-in/Check-out Station.
 - Participate in scheduled debriefing sessions.

If you or a client get injured or have a possible blood or body fluid exposure, contact the First Aid Stations immediately.

Report unusual occurrences or potentially dangerous situations to your supervisor or to the Security Officer.