



SACRED SUDS

VOLUNTEER INFORMATION

CONTACTS:

Judy (231) 726-4161

Dannette (231) 726-4161

Description of services that will be provided : Volunteers will be the smiling faces that check in those who are needing clothes washing and showering services. They will answer phones, answer questions, and provide appointment scheduling. They will also show folks how to use the laundry machines.

DESCRIPTION OF RESPONSIBILITIES:

- 1) New volunteers need to fill out volunteer form. When you arrive for normal volunteer sessions, sign in to black volunteer binder. (Name/Date/Time). Sign out when session is finished.

New laundry, shower and computer clients need to fill out an intake form and sign appropriate log. *Computer usage* is provided but adults and kids using the computer must be able to fill out computer use form ON THEIR OWN (there is a separate adult and child form) and sign into the "sign in" log. Computer must be used appropriately.

- 2) Appointments must be made for laundering in the appointment book. If there is no schedule appointment for a certain time slot, walk-ins may be accepted as long as intake form has been filled out.
- 3) "No shows" are indicated in sign in book, then filed into index card folder, then also added to list inside appointment book. 3 no shows will cause a client to be prohibited from doing laundry. Clients are limited to 2 loads per week.

- 4) Materials for showers *and* laundry are dispensed at the desk. One container of detergent is used per load.
- LAUNDRY MAY ONLY be done with HE detergent.
 - Fabric softener is allowed but is not provided.
 - Lint trap should be cleaned upon every drying use.
 - Clients are not to change designated “cycle” on washing machines.
 - Directions for washing and drying are posted on a sheet in the Machine area.
 - If available, hygiene items are provided for showers and are located in the drawer of the volunteer desk.
 - Washcloths and Towels are provided in the dresser located next to the volunteer desk.
 - When given cash for laundry, Judy or Dannette will designate where money needs to be placed.

VOLUNTEER TIMES: Need at the moment is for the following timeslots

SATURDAYS: 10 a.m.-2:00 p.m.

THURSDAYS: 1:00 p.m.-5:00 p.m.

There is only a need for one volunteer at a time.

LOCATION:

Community enCompass
289 E. Larch
Muskegon, MI 49442.

Located near Rykes Bakery by Laketon and Terrace.

Answering General Questions about Sacred Suds:

→Sacred Suds provides materials and washers/driers for clients to wash laundry up to 2 times per week. Clients must sign up and pay \$1.00 for each load.

→Showering services are provided on a walk in or scheduled basis and hygiene materials (if available) are provided along with washcloths and towels.

→Computer usage is provided.

→Hot meals are usually available.

→During tax season, tax services are provided.

→Sacred Suds is always accepting donations.