



CENTRAL SUPPLY

Process

- Volunteers need to arrive 5:45 am or 12:00 pm and be ready to work by 6:15 am or 12:30 pm for shift 1 and 2 respectively.
- A brief training/orientation for the first 30 minutes of each shift will be provided by the Lead.
- Assure that department supply tables remain stocked and department material boats are ready for patients throughout the day and prior to leaving for the end of the day.
- Assure that all supplies in Central Supply as well as in each department are ready for the next day before leaving Friday night.
- Assure supply areas are organized for the tear down and that supplies are brought back to Central Supply by the end of Saturday night.
- General supplies will be placed on each table in each department for 4 chairs to share. These supplies will need to be stocked throughout the event.

PLEASE BE FLEXIBLE and THANK YOU for participating today.