
Shift Duties / Volunteer

OBJECTIVE:

To provide guidance on the routine station duties to be performed by volunteers.

GUIDELINE:

34.1 All stations

- 34.1.1 The volunteer Captain will be responsible to ensure that the station and apparatus remain in a safe and sanitary condition.
- 34.1.2 Volunteers assigned by the Captain will be responsible for keeping disposables, (paper towels, toilet paper, etc.) stocked in the station. Replacement stocks will be obtained from Glacier of Juneau stations.
- 34.1.3 Deficiencies with the station will be reported to the Duty Officer and a station repair form will be completed and sent to Administration. The Duty Officer (or Administration) will call for building maintenance if needed for immediate repairs.
- 34.1.4 Minor repairs such as light bulb replacement should be done by volunteers.
- 34.1.5 Modifications made by volunteers to the station (e.g. painting, shelving affixed to walls etc.) must have written permission of the station Captain and Administration.
- 34.1.6 Trash will be removed from the station and placed inside plastic garbage bags inside the dumpster. The dumpster lid will remain closed.
- 34.1.7 Litter outside of the buildings should be picked up and disposed of when noted.

34.2 Use of facilities (see also SOG 39)

- 34.2.1 Only CCF/R members in good standing may make use of CCF/R facilities. This includes having friends and family members use the facility between the hours of 08:00 and 22:00 hours, provided that the member is present. Overnight use of the facility by non-CCF/R members, must have the permission of the station Captain and Administration. Persons in the facility who are not CCF/R personnel are there at their own risk. CCF/R and CBJ assume no responsibility for them while on CCF/R property.
- 34.2.2 Minors may not use the facility without a parent or guardian being present.
- 34.2.3 Visitors must leave the facility when an emergency response requires the member to leave the station.

- 34.2.4 When leaving the station, areas must be picked up and clean. Used bedding must be stripped.
- 34.2.5 Kitchens will be cleaned after every use. Dishes will be washed, dried and put away. Food left in the refrigerator must be marked with the persons' name and disposed of before the food's expiration date.
- 34.2.6 Personal storage at the stations must be approved by the Station Captain.
- 34.2.7 No alcohol, fire arms or explicit materials that may be deemed as embarrassing or harassment may be kept or brought in the station.
- .34.2.8.1 Members may clean or do minor maintenance on their personal vehicles in the station with the approval of the station Captain.
- 34.2.8.2 ALL waste oil, parts or other materials **must** be removed from the station. Disposal is the member's responsibility.
- 34.2.8.3 Vehicles may not be kept in the station over 24 hours.
- 34.2.8.4 No CCF/R equipment or apparatus may be displaced so that a personal vehicle may be worked on.
- 34.2.8.5 CCF/R supplies, other than soap and water, **may not** be used for personal vehicle cleaning or repair projects.
- 34.2.8.6 Tools must be cleaned and returned to their proper location.
- 34.2.8.7 Failure to abide with these requirements may cause a loss of privileges to use the station.