



Egan Warming Center

Facility Liaison

Job Description

The Facility Liaison is responsible for assuring that the facility is a comfortable, safe, welcoming place for those seeking shelter from emergency cold weather, while also assuring the facility is Maintained in good condition during the emergency.

Specific Duties:

- Knowing the location of various rooms available for use, and be able to suggest how each might work best as a shelter component.
- Be prepared to identify areas that are “off limits” and know how to restrict access to them.
- Be familiar with the physical elements of the facility, such as light switches, heating, plumbing, etc, and how to use them or shut them down (water shut-off valve, circuit boards, etc) in the event of a malfunction. Will also know locations of all entrances and exits, how to unlock each one. If there is an alarm system, will know the codes or procedures for disarming it when needed.
- Be familiar with the kitchens, bathrooms, know where supplies are stored. Have a familiarity with the neighborhood, location of nearby bus routes, convenience stores, etc.

The Facility Liaison is to be on-site during the opening hours each day, and available by phone at all times when the center is open. Ideally, there will be a back-up liaison that can help, in the event we experience multiple days of extreme weather.