

Wellness Center Central



Work Order Day



What is Work Order Day?

- Work-Ordered Day describes the structure of the day-to-day activity within the Wellness Center Central, in organizing and assisting members develop self-esteem, confidence, and friendships, which make up the foundation of the recovery process. The work Order Day mirrors workplace environment in preparing and supporting members for employment.



Work Order Day

- The work order day is on a volunteer basis with no pay. This means members are contributing their time and efforts freely to help others or support a cause without expecting financial compensation.



Work Order Day

- The Work Order Day is organized into 3 work teams, each of which has sufficient staff, members and meaningful work to sustain a full and engaging work-ordered day. Team meetings and orientations are held to foster relationships as well as to organize, and plan the work of the day.





Administration Team

- This work order covers the administration team schedule of Wellness Center Central in the City of Orange. This may include but not limited to:
Answering incoming calls, assist with making copies, arranging resource table and kiosk, kitchen supplies inventory, art workshop supplies inventory, shopping for cooking class and gardening materials, etc.



Administration Tasks

- Answering phones
- Shopping for program supplies
- Taking inventory
- Making copies
- Organizing Kiosk resources
- Etc.





Peer Team

- This work order covers the scheduled peer team at Wellness Center Central in the City of Orange. This includes but not limited to: community outreach, event planning, resource room concierge, program tours, welcoming specialist, translation, etc.



Peer Tasks

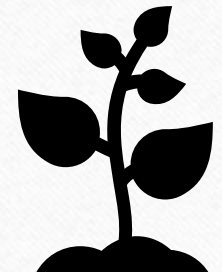
- Group Facilitator
- Welcoming Specialist
- Member Support
- Program Tour
- Resource Room Concierge
- Game Engager
- Community Outreach
- Etc.





Maintenance Team

- This work order covers the scheduled maintenance of Wellness Center Central in the City of Orange. This may include: cleaning the kitchen, sweeping, wiping counters, dusting, picking up litter, taking out trash and watering to maintain WCC's garden.



Maintenance Tasks

- Cleaning kitchen
- Sweeping
- Dusting
- Picking up litter
- Watering garden
- Taking out trash
- Etc.

