

### **Host Team Lead**

#### **Job Description**

- Welcome all Host Team Volunteers at the Main Entrance in the Lounge at 4:15pm
- Give everyone a name tag
- Confirm what roles everyone will be filling on the Host Team and pass out Job Descriptions as reminders
- Show Host Team Kitchen and Dining Lead where to find the carts they need
- Make sure security barriers and signs are in place
- Welcome Sponsor Group and lead volunteer orientation at 4:35pm
- Volunteer Orientation
  - Sanitation – gloves when prepping and serving food
  - Utensils – handed to the guests
  - Plates – handed to the server
  - Guests may choose what they want on their plates
  - Volunteers will serve beverages from carts to seated guests
  - Volunteers will serve desserts from the beverage cart after dinner
  - Take Sponsor Group picture
- Offer dinner prayer if someone from the sponsor group is not able to do so.
- Keep things moving throughout the night
- After Sponsor Group has finished cleaning up thank them for serving!

### **Greeter**

#### **Job Description**

- Welcome Sponsor Group when they arrive and direct them to the Kitchen and Dining Room
- Stand at the Main Entrance in the Lounge to welcome guests as they arrive
- Count each guest as they arrive using clicker
- Guests will remain in the Lounge prior to the Dining Room doors opening at 5:45pm.
- Dining Room doors open at 5:45pm.
  - The Dining Room Lead will open the doors and invite guests to find a seat.
- In the Lounge
  - Point guests towards the bathrooms.
  - Make sure no one enters the lower level through the stairs that will be blocked off
  - Tell the Host Lead if any items need to be replenished in the bathrooms
- Around 6:30pm enter the Dining Room to assist other Host Team members
- Check bathrooms before leaving
  - Tell the Host Lead if any items need to be replenished in the bathrooms



**Kitchen Lead**  
**Job Description**

- Find “Kitchen Cart” by the back of the Dining Room and roll into the kitchen and place by the wall of cabinets
- Greet Sponsor Group Kitchen Volunteers. Give everyone a nametag
  - Remind all volunteers to wash hands and wear gloves
- Find the 3 “Beverage Carts” and move them into the kitchen
- Take 1 5gal Compost Bucket from the waste station to use in the kitchen for all food and compostable waste
- Make 2 pots of Decaf Coffee
  - Coffee grounds and filters are on the Kitchen Cart
  - Use 1 cup of groups to make 1 pot of coffee
  - Press start button once
- Have Sponsor Group Kitchen Team:
  - Fill 3 plastic pitchers of cold water and put in the fridge to cool
  - Stock beverage carts with hot and cold cups, milk, water, juice and coffee
  - Get sinks ready to wash up
- **Everything volunteers will need** to serve and prep their food will be found on the Kitchen Cart.
  - Be ready to point them to what they are looking for on the carts.
- At 5:55pm instruct volunteers it is time to bring the hot food to the serving table
- Help volunteers restock the serving table when food runs out
- **Oversee** the Sponsor Group during clean up
  - Turn off ovens
  - Clean all serving dishes and utensils used and put back on the Kitchen cart
  - Wash water pitchers and coffee pots and put back on the Kitchen carts
  - Wipe down the counters
  - Sweep floors
  - Take out garbage, recycling and compost
    - Recycling and compost is located out the back door of the kitchen. Use door stop to prop open door
    - Trash goes in the dumpster in the parking lot
- Make a note of what supplies are getting low
- Thank the Sponsor Group and dismiss them when everything is clean



**Dining Lead**  
**Job Description**

- Greet the Sponsor Group Dining Volunteers and give them all nametags.
  - Remind volunteers to wash hands and wear gloves!
- Get the Dining Carts from the back of the Dining Room
- Find the 1 “Compost Cart” and roll over to the Waste Station near Dining Room doors
- Have Sponsor Group Dining Team:
  - Put out tablecloths and table numbers
  - Prepare utensil packets & condiment bowls
    - Utensil packets go on the serving table
      - Packet: napkin, fork, knife
    - Condiment bowls get one of each packet (sugars, etc.) and get placed on each table.
  - Put out 3-4 chafing dishes on the long tables
  - Decorate the welcome sign
  - Put trash bags in trash cans
- Make sure all tables have 8 chairs set up
- Make sure two long tables are set up for serving table
- Have one of the volunteers decorate the welcome sign
- Make sure there are trash bags in the trash cans
  - Extra bags will be on the Dining Cart
- Oversee beverage cart service
  - Beverages are served at 5:45pm when guests enter the Dining Room
- Announce 2<sup>nd</sup> Helping and Leftover Distribution
- Oversee clean up
  - All trash thrown out and taken to dumpsters
  - Excess food and products composted at waste station
  - Tablecloths are put in laundry basket for dry cleaner.
  - Tables and chairs wiped down with cleaning spray
    - Reminder: tables and chairs **do not** get taken down
  - Floor swept
  - Trash, recycling, compost taken out

