

Savor the Season

VOLUNTEER DESCRIPTIONS

PRE-EVENT VOLUNTEER POSITIONS - dates and times vary

Food Prep Team

October/early November (schedule to be announced soon)

Work alongside of food committee preparing recipes in Eastridge kitchen

Recipe Book Assembly

Dates TBD

Drop in anytime, day or evening, and insert pre-made recipe booklet into a plastic sleeve and seal

Worship Center Clean-up

Sunday, November 11th following 11:00 am service

Pick up Bibles, tissue boxes and used bulletins from the worship center floor – lunch provided

Worship Center Set-up

Sunday, November 11th from 1:00 – 3:00 pm

Work with team to stack chairs, roll out tables and place chairs around tables – lunch provided

Buffet Decorations

Sunday, November 11th from 3:00 – 5:00 pm

Set out tablecloths and décor on buffet tables in café

Extension Cord Taper

Sunday, November 11th from 3:30 – 5:30 pm

Follow a map, plug in extension cords and tape them down with gaff tape

Table Photographer

Monday, November 12th from 2:00 – 4:30 pm

Photograph tables

Photographer Assistant

Monday, November 12th from 2:00 – 4:30 pm

Assist photographer, being an extra set of hands for what they need

EVENT VOLUNTEER POSITIONS - Monday, November 12th and/or Tuesday, November 13th

Volunteer Check-in

4:15 – 7:00 pm

Check-in event volunteers, giving them direction on where to go

Guest Services Desk

5:00 – 7:00 pm and 8:30 – 9:00 pm

Answer general questions

Parking Lot Greeter

4:45 – 6:00 pm (Shift 1)

6:00 – 7:15 pm (Shift 2)

Greet guests as they arrive; provide an atmosphere of safety, guiding cars through parking lot

Doorman

4:30 – 7:15 pm

Standing outside near the red carpet, greet the guests and open the door for them

Ticket Taker Lead

4:30 – 7:15 pm

Sit at the Will Call table – receive tickets to be left there, give tickets that have been left there for guests; trouble shoot with ticket issues

Ticket Taker

4:30 – 7:15 pm

Stand at the door greeting guests and taking their ticket; referring them to Will Call if they have issues

Greeter

4:30 – 7:00 pm

Stand in atrium and direct guests to do a name tag and fill out door prize slip, direct them into worship center

Coffee

4:30 – 7:00 pm

Under the direction of the kitchen make coffee

Lead Server

5:35 – 9:00 pm

Direct the servers, assign them tables, give direction in a meeting

Server

5:45 – 9:30 pm

Deliver water pitcher, coffee pot and any non-buffet food to your 4 assigned tables; tending to tables throughout evening – plan to stay and help with cleanup when the event is over

Lead Runner

5:00 – 9:00 pm

Under the direction of the lead server manage the runners as they deliver coffee and water to stations

Runners

5:30 – 9:00 pm

Move coffee from café/kitchen to coffee stations; move water containers on carts to water stations

Buffet Assistant Lead

6:30 – 8:30 pm

Under the direction of the kitchen team, direct team of buffet assistants as they replenish food items

Buffet Assistant

6:30 – 8:30 pm

Under the direction of the buffet lead, replenish food items on the buffet

Buffet Line Director

7:15 – 8:15 pm

Guide guests in atrium as they exit worship center to the buffet lines

Dessert Runner

7:00 – 8:30 pm

Under the direction of the buffet assistant lead, replenish the dessert trays

Kitchen Assistant

4:30 – 9:00 pm

Assist kitchen team with last minute food prep and logistics

Kitchen Clean up

8:00 – 10:30 pm

Run trays, pitchers and pans through commercial dishwasher, some pans will be hand washed