

## TAKE OUT SALES POSITION DESCRIPTION

Two Volunteers are needed at the Take-Out Table from 10:00 – 1:00, one additional volunteer is needed from 12:30 – 2:30 and two volunteers from 1:00 – 3:00. **Take-Out Volunteers** work with patrons who elect to take soup, bread and cookies To Go.

If a patron would like Take-Out, they will present the volunteer at the Take Out table a color specific ticket (color is determined prior to the event). The patron(s) will be asked “how many containers do you want” (it is important to ask this each time). **ADVISE THE PATRON(S) THAT THEY CAN TAKE AS MANY BOWLS OF SOUP AS THEY WANT** and instruct them to go to the soup line to get the soup of their choice. After the patrons get soup they return to the Take-Out Table for a bag of bread and cookies; the Volunteer puts the soup, with a lid in a bag with the bread and cookies for the patron to take. The volunteer then collects the patron’s ticket.

Patrons may also purchase additional “Take Out” and pay for it at the Take-Out Table. The same process applies and the price of additional Take Out will be clearly posted.

**Take-Out Volunteers** for the first shift should arrive, check in at the volunteer table and **be at the Take-Out Table by 10:00 am**. Please plan to have your lunch when your shift is over.

Take-Out Volunteers for the second and third shift should arrive early enough to have their lunch prior to the beginning of their shift, check in at the volunteer table prior to your lunch and **be at your designated stations by 12:15 (second shift) and 12:45 (third shift)**. This will allow time to partner with the person that you are scheduled to replace to become familiar with your duties.

This position can be done sitting down with a minimal amount of standing. A cash handler will be assigned to this area.

**Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.**

*Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.*