

## **CENTRAL SUPPLY POSITION DESCRIPTION**

There is one Central Supply Station (CSS). This CSS will service all sections. All supplies such as additional cups, condiments, napkins, etc. will be stored in this CSS. Runners will procure additional supplies as necessary for their designated sections. It is the responsibility of the CSS to regulate the amount of supplies that runners are permitted to take back to their sections at a given time. The CSS Volunteers should be the only people to allocate supplies.

There will be 2 **CSS Volunteers** for each of the two shifts on Saturday.

***It is preferable that the same two volunteers set up the station on Friday, work the station all day on Saturday and close down the station at the end of the day on Saturday.***

The Volunteers assigned to the first shift on Saturday should be present at Mylan Park the Friday before the Saturday event at 10:00 am to set up the CSS. On Friday, the CSS will receive a basket to use to assemble the appropriate amount of supplies for each Team Leader. On Saturday, the **CSS Volunteers** for the first shift should arrive, check in at the volunteer table and **be at their designated CSS by 10:00 am.** Please plan to have your lunch when your shift is over.

**CSS Volunteers** for the second 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 CSS by 12:30.** This will allow time to partner with the person that you are scheduled to replace to become familiar with your duties. The second shift volunteer should plan to be onsite until the event ends and close down the Central Supply Station.

This position can be done as a combination of sitting and standing. Heavy lifting is not required.

**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.*