

**Hospice Taste of the Town**  
**Tuesday, August 18, 2009**  
**Volunteer Job Descriptions**

All volunteers are asked to wear their Taste of the Town T-shirts during the event and their name tags. T-shirts will be available at volunteer training on Monday August 17 and the night of the event. Please arrive at least 15 minutes prior to your assigned shift and register at the volunteer desk. Mandatory training sessions for ALL volunteers are scheduled for either noon or 5:30 p.m. on Monday, Aug. 17<sup>th</sup> at Showplace.

<b><u>Job Title</u></b>	<b><u>Job Description</u></b>
<b>Decorations/setup:</b>	<b>Volunteers will help the Committee decorate prior to the event. This generally involves placing table linens, balloons and flowers or small centerpieces.</b>
<b>Restaurant Committee: Assistant</b>	<b>Volunteers will assist the Restaurant Committee in distributing paper goods to the beverage and restaurant stations. Must be able to lift boxes of paper goods.</b>
<b>Restaurant Greeter:</b>	<b>Volunteers will greet restaurants as they arrive at the event and direct them to their booth locations.</b>
<b>Restaurant Setup: Beverage Setup</b>	<b>Assist the Restaurant Committee in distributing paper goods and other supplies to each of the restaurants and beverage vendor booths.</b>
<b>Loading Dock Assistant:</b>	<b>Volunteers will help restaurants unload food/equipment prior to the event and carry it to their booth. They will also help restaurants break down at the end of the event and re-load equipment. Lifting required.</b>
<b>Breakdown Assist:</b>	<b>Volunteers will assist the Committee with cleanup post-event. This generally involves decorations, linens, signage, unclaimed silent auction items and some trash removal.</b>
<b>Silent Auction Host:</b>	<b>Monitor silent auction tables to make sure items are not removed prior to sale. Answer questions concerning silent auction procedure.</b>
<b>Silent Auction Closing: Assistant</b>	<b>Remove bid sheets from tables at 8 p.m. and do not allow additional bids to be made.</b>
<b>Silent Auction Setup:</b>	<b>Assist the Committee in setting up Silent Auction tables, items for auction and bid sheets.</b>
<b>Volunteer Check In/ Lost &amp; Found</b>	<b>Register all volunteers as they enter the event; give volunteers their nametags and t-shirt if they have not previously received them; - direct volunteer to their assigned area.</b>
<b>Kid's Zone Volunteers:</b>	<b>Volunteers will assist with the Kid's Zone areas during the event. There will be crafts and activities for children such as tattoos and poster creations.</b>

<b>Greeters/Crowd Control:</b>	<b>Welcome attendees; direct them to appropriate door (express line for ticket holders and ticket sales for those wishing to purchase tickets)</b>
<b>Entry Ticket Sales:</b>	<b>Sell entry and food tickets; distribute program; direct patrons to locations to deposit ticket stubs for grand prize drawing.</b>
<b>Entry Ticket Takers:</b>	<b>Collect entry tickets at the door and direct patrons to locations to deposit ticket stubs for grand prize drawing.</b>
<b>Restaurant Rovers:</b>	<b>Volunteers will be assigned a number of restaurants to monitor and keep supplied with plates, napkins, utensils or anything else needed.</b>
<b>Trash Removers:</b>	<b>When trash cans become full, volunteers will transport trash bags to dumpsters.</b>
<b>Beverage Runners:</b>	<b>Volunteers will be assigned a beverage vendor to monitor and keep supplied with cups, ice and beverages. Ice and extra beverages will be stored in the Showplace kitchen.</b>
<b>Beverage Station: Volunteers</b>	<b>Collect tickets and serve beverages to patrons from assigned booth. No one under 18 years of age is allowed to serve alcoholic beverages.</b>
<b>ID Check Table:</b>	<b>Volunteers will check the ID of all patrons wishing to purchase alcoholic beverages and will provide wrist bands. (No one will be allowed to purchase beer or wine without this identification) This will also be available at the Food Ticket Sales locations.</b>
<b>Food Ticket Sales: ABC ID bracelets</b>	<b>Food tickets will be sold at 4 locations within the two food areas. Volunteers will check the ID of all patrons wishing to purchase alcoholic beverages and will provide wrist bands.</b>
<b>Table Busing Assist:</b>	<b>Volunteers will be assigned an area to clear tables and deposit trash in waste cans. When trash cans become full, volunteers will transport trash to dumpsters.</b>
<b>Post event Surveyors:</b>	<b>Surveyors will greet patrons as they leave Showplace and ask if they will answer a few questions about the event.</b>
<b>Restaurant Ticket Counters:</b>	<b>Volunteers will count each ticket box from each restaurant to determine the number of tickets each restaurant received.</b>