**Volunteer Duties**

* **Arrive 10 minutes before your session**
* **Sign in the sign in book**
* **Put your charity sign out (easel will be out in general area)**
* **Let a manager know you are present**
* **Greet and Welcome patrons**
* **If there is a bingo session you will be required to call back bingos and ball tickets**
* **Clear tables of garbage and trays**
* **Deliver food trays to customers**
* **Empty trays and food order numbers go back to the bar**
* **Wear a mask and gloves if you wish**
* **At end of session in bingo room assist wiping down terminals and tables (no chemicals involved)**
* **If there is not a bingo session still Greet & Welcome patrons**
* **Hand out loyalty card membership sheets**
* **Offer coffee and water from food cart, it is being given free to all customers**
* **Wipe down machines, push back chairs, (no chemicals in spray bottle)**
* **Walk around chatting with patrons when possible**
* **Scan loyalty cards every hour**
* **Hand out any promos**
* **Currently there is no “food ready” light in the hall but they will work on something – till then, just check in on kitchen when possible**
* **Policy on Uniform – Logoed collared shirt, dark casual/dress pants NO jeans, no jeggings/leggings, no capris, no shorts, dark color is navy blue, black, dark grey - No hats, comfortable shoes, no open toe shoes, no sweaters, or scarves – big smiles and helping hands are the biggest asset!! Name tags will be in file cabinet in the volunteer/staff room (3rd drawer) as will be the sign in book**
* **Coffee, tea, water is free also for all volunteers**
* ***Remember, your commitment to your assignment is important and very appreciated by your charity – if you can’t make it, call your coordinator, if you are going to be late call the hall the numbers are in volunteer guide***