

Job Descriptions for Craft Show Volunteers

It's almost that time of year again, and we in the Craft Show Committee are already looking for ways to put people to work! 😊 We are hoping that many of our helpers from last year will return and that we can get new people involved as well. To that end, we put together this informational sheet describing the different jobs people can volunteer for. Each job is split into three shifts: 9:00-11:00, 11:00-1:00, & 1:00-3:00. If any of these look like something you'd like to do, please call the parish office (989-584-6044) to let us know! We appreciate our volunteers and know that without them there would be no Craft Show. We hope to be hearing from you soon!

Friday Cooks:

There is a lot of prep work that goes into making the delicious food so many people enjoy on the day of the craft show and these people make it happen. They get together the Friday (use to be Thursday) before and peel potatoes, chop onions, etc. Everyone is welcome to help with this—the more people we have the faster it will go!

South & West Hall Greeters:

The greeters are responsible for greeting visitors and directing them if they have questions. They also hand out door prize tickets to each person as they enter for the Vendor raffles that take place every thirty minutes. These tickets are free and should be given to everyone. West Hall greeters also sell the raffle tickets (see description below).

Raffle Ticket Sales:

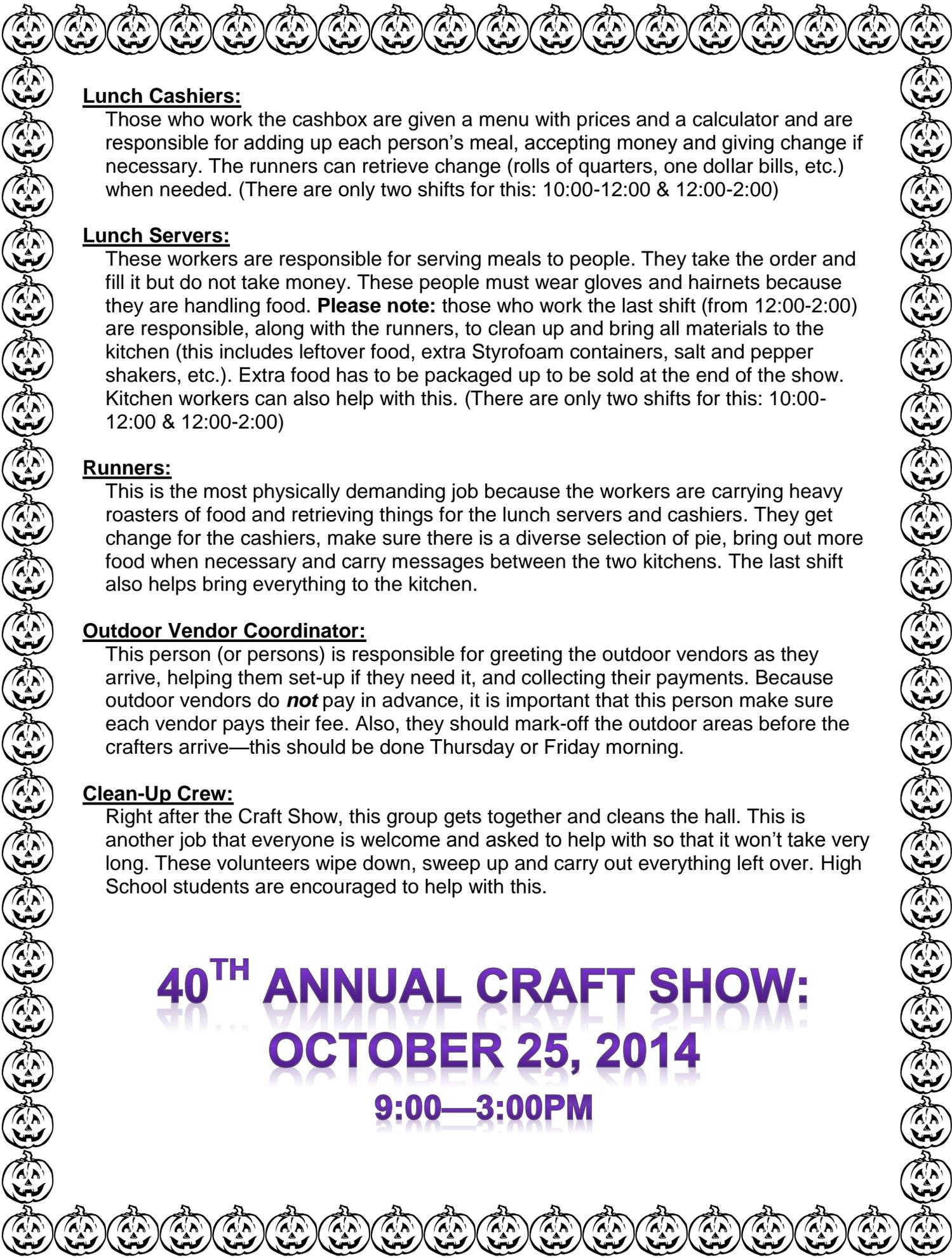
These people sit by the main entrances and sell raffle tickets for the cash prizes that are drawn at the end of the show. The tickets are sold for \$1 and there is no limit to how many people can buy.

Table Helpers:

This job is perfect for kids between 8 and 18, though anyone can actually do it! As people finish eating, these helpers clear off tables, wipe them down and set a new placement. They also are in charge of keeping an eye on how many trays are available, wiping down used ones and bringing them back up to the counter. There are a limited number of trays so this is important!

Kitchen Workers:

These workers make sure the food to be sold downstairs is heated and ready for when they need it.



Lunch Cashiers:

Those who work the cashbox are given a menu with prices and a calculator and are responsible for adding up each person's meal, accepting money and giving change if necessary. The runners can retrieve change (rolls of quarters, one dollar bills, etc.) when needed. (There are only two shifts for this: 10:00-12:00 & 12:00-2:00)

Lunch Servers:

These workers are responsible for serving meals to people. They take the order and fill it but do not take money. These people must wear gloves and hairnets because they are handling food. **Please note:** those who work the last shift (from 12:00-2:00) are responsible, along with the runners, to clean up and bring all materials to the kitchen (this includes leftover food, extra Styrofoam containers, salt and pepper shakers, etc.). Extra food has to be packaged up to be sold at the end of the show. Kitchen workers can also help with this. (There are only two shifts for this: 10:00-12:00 & 12:00-2:00)

Runners:

This is the most physically demanding job because the workers are carrying heavy roasters of food and retrieving things for the lunch servers and cashiers. They get change for the cashiers, make sure there is a diverse selection of pie, bring out more food when necessary and carry messages between the two kitchens. The last shift also helps bring everything to the kitchen.

Outdoor Vendor Coordinator:

This person (or persons) is responsible for greeting the outdoor vendors as they arrive, helping them set-up if they need it, and collecting their payments. Because outdoor vendors do **not** pay in advance, it is important that this person make sure each vendor pays their fee. Also, they should mark-off the outdoor areas before the crafters arrive—this should be done Thursday or Friday morning.

Clean-Up Crew:

Right after the Craft Show, this group gets together and cleans the hall. This is another job that everyone is welcome and asked to help with so that it won't take very long. These volunteers wipe down, sweep up and carry out everything left over. High School students are encouraged to help with this.

**40TH ANNUAL CRAFT SHOW:
OCTOBER 25, 2014
9:00—3:00PM**