



VOLUNTEER JOB DESCRIPTIONS

Beverage Table Team

We will be offering the following beverages: water, iced sweet tea, and coffee. A cooler with ice needs to be at the station. Ice can be found in the kitchen. All coffee condiments are at this station. At 11:30am you can begin putting ice in cups and have everything ready for servers to pick up from you at noon. Drinks are not part of to-go. Gloves required.

Bussers Team

Keep tables cleared and clean. (Plastic gloves and pop-up disposable wipes are provided) Keep mops handy for floor spills, especially around the beverage table. Keep trashcans emptied- spot check bathrooms. School custodian will be on site for help with supplies, etc.

Childcare Team

Designated activities area for children under the age of twelve for both volunteers' kids and guests' kids. Coloring, games, toys, and snacks are provided. There is a supervising adult plus adult and youth helpers. Children needing to use the restroom should be taken by their parents. Kids should not be permitted to run around or go outside.

Clothes Closet/Canned Goods Team

You will be serving with the Canned Goods Team to help organize and distribute canned goods to those in need. You will also be serving with the Clothes Closet Team to help organize and distribute clothes to those in need. (For clothes and canned goods, limit them to

Delivery Drivers Team

You will need to see the Delivery Coordinator, Tara Wentworth & Ginny Carvin, upon arrival to get addresses and counts. Deliveries go out quickly and all are done before noon when the doors open for In-House guests. All teams going to large groups, ie, shelters, treatment centers, and projects will have a team leader. Plan to stay a while to visit and pray with people. Individuals go in small groups, with families 2 x 2. Always smile and ask if you can pray with people when you deliver their meals. Sometimes people want to talk, stay if you have time to listen and share encouragement. This is a powerful ministry area.

Delivery Prep Team

You will have a list of all group deliveries, the times they are to go out and the count for each. You'll count plates and box them up in large tubs or paper ream boxes in "time" order. You'll also box or bag up smaller orders for individuals going out on one-on-one deliveries. These may be from one plate to as many as 12. You'll also help take the tubs to cars as necessary.

Dessert Table Team & Dessert Servers Team

One supervisor. Cut and plate desserts. Desserts for to-go can be boxed early and sorted in numbers according to delivery sheet provided. Large delivery containers will be provided for you to stack desserts. Servers will pick up desserts for in-house. Delivery leaders and delivery individuals will pick up from you for "to-go". Gloves and caps required.

Dish Washer Team

You will be serving with the Dish Washer Team to help clean and stack dishes as needed in the kitchen area.

Hosts/Evangelism Team

You are "ministering angels". Your position is hospitality, prayer, and evangelism. You will be going from table to table to visit with guests, as well as welcoming people as they walk in the door. You might sit and have coffee here and there. Talk to people, but especially, listen. Please make sure that all guests know about the prayer room, asking if after the meal they'd like to pray. If yes, please walk them to the prayer room. If they have small children, offer the children's play area while they're having prayer. Be alert for anyone sitting alone. Be sensitive to any needs that we may be able to follow up with. Get their contact information. Let us know of any serious needs that we can link to social service agencies or assist with ourselves.

Kitchen Team

The kitchen is made up of one paid THS staff, one supervisor, an assistant (Machelle Wynn), one head cooks (Johnny Barnes). These are the only ones in the kitchen. The only exception is the beverage Team Leader and delivery prep people who will go in and out the back door. This is for safety reasons and to cut down on confusion. For questions or concerns, check with the kitchen supervisor. Gloves and head covering are required.

Platters Team

There are two food lines, one for In-House and one To-Go. Each line has its own supervisor. The supervisors alert the kitchen if trays are getting low, they also determine the amount of food on the plate. Platters will have a station in the line. In- House platters supply plates to servers who will take the plates to the tables. Delivery plates are prepared from 10am until noon Both lines prepare to-go boxes and this goes very quickly. At noon, In-House line will only prepare plates for those dining in. The To-Go line will handle Take-Out plates. Gloves and caps/head covering required.

Runners Team

Go to the store as needed. Deliver messages from one section to another. Assist handicapped folks in and out of the building. If raining, provide umbrella service to and from cars. Help security keep an eye on things in and around the restrooms and parking lot.

Servers Team

You will be helping wait on tables and serve meals to those who come for a Thanksgiving meal.

Take-Out Line Team

“Waiters” for designated tables that are marked “Take-Out”. When people are seated, ask if they’d like a beverage while they wait for you with their take-out box(s). Use the Delivery Line for meals and ask dessert table for desserts in take-out boxes. Tell guests that prayer is available if they’d like before they leave. If they say yes, look for and available “Host” or take them to the prayer room yourself.

Volunteer Check-In Team

As each volunteer arrives, you will be checking them in using a spreadsheet that we will provide and giving them instructions of where to go based on their assignment. If a volunteer is not on the list or does not have an assignment, you will assign them to a team based on the need at that time. There will be a staff member there to assist you.