

Parking Staff Position Descriptions

Parking Supervisor

One volunteer to organize and supervise the parking effort of the event. This volunteer will be responsible for supervising three *Parking Attendants* per shift. This is an “all day” position. The **Parking Supervisor** is responsible for developing a plan and instructing the Attendants.

Parking Attendants

there will be six **parking attendants** from 9:00 am – 2:00 pm *or alternatively* 6 **parking attendants** needed in the first shift 9:00 am – 11:30 am and six **parking attendants** needed in the second shift 11:30 am to 2:00 pm. The **parking attendants** will be responsible for ensuring that patrons park properly (not blocking each other in), leaving entries and exits clear. They will also ensure that access to the building is not blocked so that soup transport vehicles can enter and exit. They will assist patrons who need special assistance with parking, as necessary.

The **Parking Supervisor** should arrive, check in at the volunteer table and **be at their post, prepared to assign parking staff as they begin arriving by 9:00 am**. Please plan to have your lunch during a slow time (It would be a good idea to bring a cereal bar).

Parking Attendants - for the **9:00 am-2:00 pm shift** should arrive in time to **be at their post, prepared to begin parking cars by 9:00 am**. Please plan to have your lunch during a slow time (It would be a good idea to bring a cereal bar).

Parking Attendants - working from **9:00 am to 11:30 am** should arrive in time to check in at the volunteer check in station and **be at their post by 11:15 am**. This will allow time to partner with the person that you are scheduled to replace, to become familiar with your duties. Volunteers should plan to have your lunch when your shift is over.

Parking Attendants - working the **11:30 am to 2:00 pm** shift should arrive, check in at the volunteer table and **be at your designated stations by 11:15 am**. This will allow time to partner with the person that you are scheduled to replace, to become familiar with your duties. Volunteers should plan to have your lunch when your shift is over.

Parking Attendants should take turns rotating in and out of the building to ensure that the attendants have an opportunity to warm up.

Parking Assistants should wear comfortable shoes and dress for the weather. Bright colored vests will be provided for identification and safety.

Walkie-Talkies will be provided to facilitate communication between Parking Attendants.

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.***