

**RUNNERS
BREAD/COOKIE PANTRY
AND SUPPLY
POSITION DESCRIPTION**

Stations 100-700 will have 2 **Runners** per shift. **Runners** transport trays of cookies and bread from the pantry to the tables as needed and retrieve supplies for your designated station.

Runners constantly check the trays on the tables and when a cookie or bread tray is under 1/3 full, they **FIRST** get a full tray from the pantry, take it to the table and remove the empty or partially empty one from the table, returning it to the pantry. There should never be a table without a tray of bread and cookies. The pantry staff prepares the trays.

There will be one central supply station with additional supplies. The **Runners** will be asked to retrieve supplies when necessary from the central supply stations.

Runners for the first shift should arrive, check in at the volunteer table and **be at their designated stations by 10:00 am**. Please plan to have your lunch when your shift is over.

Runners for the second shift should arrive early enough to have their lunch prior to the beginning of their shift, check in at the volunteer table prior to your lunch and **be at your designated stations by 12:30**. This will allow time to partner with the person that you are scheduled to replace to become familiar with your duties.

Hair nets are not necessary. Gloves and aprons are optional.

This is a “high energy” position.

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.

