

SEATING COORDINATOR-ENTRANCE POSITION DESCRIPTION

There are 2 **Seating Coordinators** for each shift. The **Seating Coordinators** will interact with patrons in line to determine the number of seats patrons need and with the *Host* for each station (7 stations total) to seat the patrons.

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

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

This can be a sitting or standing job. The **Seating Coordinators** should have a cheerful, outgoing personality and be able to maintain a positive upbeat attitude if a patron becomes a bit difficult.

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.