

## **TELLERS POSITION DESCRIPTION**

Two **Tellers** are need for each shift. Tellers will enter the checks or cash totals into Excel spread sheets. The teller reports will have the ability to total all entries.

When the **Teller** Sheet has been completed, it will be printed and put in an envelope with the appropriate receipts.

Receipts will be delivered directly to the tellers indicating what income account they should credit.

**Tellers** should be comfortable working with a computer and entering simple data. **Tellers** do not need to be proficient in math.

**Tellers** for the first shift should arrive, check in at the volunteer table and **be at their designated stations by 11:00 am**. Please plan to have your lunch when your shift is over.

**Tellers** who are scheduled 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 after your lunch and **be at your designated station by 1:00 pm**. This will allow time to partner with the person that you are scheduled to replace to become familiar with your duties.

There will be one **Runner** assigned to the teller station. This volunteer will work all day and collect money from the various stations (i.e. new ticket sales, Soup to Go, Fundraising and Bowl Sales).

This is a sitting 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.***