

CARAFE FILLERS POSITION DESCRIPTION

Stations 100-700 will have 1 **carafe/pitcher filler** on each shift. Each **carafe filler** will be responsible for filling empty 8-cup carafes with coffee and filling pitchers with cold water and “other beverage” (to be determined). This volunteer is stationed at the designated station service area, not at the individual tables. The *beverage servers* will bring the empty carafes and pitchers to the service area to be refilled by the carafe fillers.

Carafe Fillers 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.

Carafe Fillers 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.

Heavy lifting is not required.

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.