

TABLE AMBASSADOR POSITION DESCRIPTION

One **Table Ambassador** will be assigned to service the following stations on each shift:

100, 200 and 700
300, 400, 500 and 600.

Table Ambassadors should greet patrons and engage in conversation about the mission of Empty Bowls (talking points will be provided). They should be watchful and help solve any patron problems in their areas; answering questions; offering help; trying to be aware of the soup types being offered; guiding people towards soup lines, the bowl room, restrooms and the exit; delivering soup to patrons where necessary. Anyone who looks the least “lost” should be approached and offered help.

Table Ambassadors should move through their stations, watch for the elderly, disabled or children who might have difficulties being seated or carrying soup. The goal is to help people to their seats safely with as few spills as possible and discuss the mission of Empty Bowls. Talking points will be provided.

We will have a few trays that can be used to carry bowls.

Table Ambassadors should collect comment cards from the table as they are completed and deliver to the Teller Station.

The “700 Section” will be designated as wheelchair accessible; however, if that section is full and a patron arrives in a wheelchair, you may need to provide assistance. The *Seating Coordinator* will make every effort to guide the patron to a section near the soup lines. Please alert the Team Leader of a section if chairs need rearranged to accommodate wheelchairs, strollers, walkers, etc.

We hope to have several (but not many) highchairs available and you can decide when it is appropriate to offer one.

Table Ambassadors 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.

Table Ambassadors 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 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.

This position requires walking and being knowledgeable enough about the mission of Empty Bowls to engage in conversation about our goals.

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.***