

POSITION	DESCRIPTION
Dining Room - Beverage Server	Serve beverages from carts to guests in the dining room.
Dining Room - Buffer Line Runner/Clean Up	Go to kitchen door to get additional food for buffet line. Clean up as needed.
Dining Room - Buffet Line Server	Serve food to guests in buffet line.
Dining Room - Bus Tables	Clear tables as guests leave to get ready for next people to sit down.
Dining Room - Clean Up Supervisor	Coordinators all duties to clean up and leave Monarch Gardens in the same condition as when we arrived.
Dining Room - Clean-Up	Clean up dining hall after guests have left.
Dining Room - Dessert Table	Serve desserts to guest in buffet line.
Dining Room - Glove Supervisor	Keep track of gloves in the dining hall. Make sure everyone wears them.
Guest Services - Bilingual Greeters	Greet guest at doors and at the tables.
Guest Services - Check-In Usher Team	Name tags for the volunteers. Direct them to their assigned area.
Guest Services - Door Greeters - Inside	Stand at door to greet the guests. Assist those with wheelchairs/walkers getting their food and a name tag,
Guest Services - Door Greeters - Outside	Stand outside; open and close door (keeps heat in the building). Assist those who need help as they approach the doors. <b>Dress for the weather.</b>
Guest Services - Driving Guest	Drive guest to and from meal via pre-arranged times.
Guest Services - Guest Name Tags	Name tags for the guests. <b>All should receive a nametag.</b>
Guest Services - Meals to Go Table	Table in the front entrance for meal <b>pick-up orders</b> that were called in ahead of time. Guests on site might request to take meals with them.
Guest Services - Parking Attendant	Look for open parking spots for guests,. <u>Volunteers are instructed to park across the street or next door.</u>
Guest Services - Table Visitors	Visit at table with guests.
Kitchen - Boxers/Waste Remover	Break down cardboard boxes. Take trash to the dumpster as needed. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Kitchen - Cooler Supervisor	Watches over dry goods and cooler food. Using only Christ The Rock supplies - not Monarch gardens. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Kitchen - Dishes	Wash dishes. <b>All kitchen positions must be 18 or older . Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Kitchen - Glove Supervisor	Keep track of gloves in the kitchen. Make sure everyone wears them. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Kitchen - Kitchen "Police"	Watch kitchen doors. Only volunteers with specified nametags are allowed in the kitchen. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Kitchen - Kitchen Helpers	All duties as assigned in the kitchen. Cooking, opening cans, etc. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Meals to-go - Make Google Maps	Create maps for delivery orders called in TODAY. Directions are provided.
Meals to-go - Runs Orders to Kitchen	Take the orders called in TODAY with the GOGGLE MAP to the kitchen "Meals-to-go Assembly Line".
Meals to-go - Take Phone Orders	Take orders over the phone for deliveries for TODAY.

Meals to-go/Kitchen - Packer	Place food into the to-go boxes for meals being delivered and for take-out meals. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Meals to-go/Kitchen   Food Supplier	Replace food as needed in the 'delivery meal preparation' line, <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>
Meals tp-go/ Kitchen - Bagger	Place take-out containers for meals being delivered in a bag and take to areas for cars to pick up. <b>All kitchen positions must be 18 or older. Work here is hot and requires heavy lifting. Dress casual - kitchen gets very warm.</b>