

GREAT THANKSGIVING BANQUET

Serving Opportunities 2022

VOLUNTEERS UNDER 18 MUST BE ACCOMPANIED BY AN ADULT

PRE-EVENT TASKS

Position	People	Shifts	Description
Pre Event Tasks: Coat Sorting	<p>15 people 1st shift 5 - 10 people 2nd shift 15 people 3rd shift All ages welcome (minors must be with adult). Great group opportunity.</p>	<p>Tuesday, November 22nd 9:00 - 12:00 12:00 - 1:00 1:00 - 4:00</p>	<p>Hang coats by gender, size, and age. Other duties as requested by Coat Manager.</p>
Pre Event Tasks: Food Packing	<p>30 people Children 12 and younger: 1 child per adult. Limited number of children can be in area. Please call 707-578-1830 if bringing minors. No children under 5 years old. Ability to lift up to 25lbs.</p>	<p>Saturday, November 19th 9:00am- 12:00pm</p>	<p>Sort and pack food bags in a fast-moving assembly line. Possible lifting. Other duties as requested by Food Manager.</p>
Turkey Smoke: Meat Shredder / Kitchen Assistant	<p>15 people per shift Must be at least 18 years old. Strong hands recommended. Able to stand for long periods.</p>	<p>Saturday, November 19th 10:00am-12:00pm 11:45am-2:00pm 1:45-4:00pm</p>	<p>Pull meat off the smoked turkeys. Wrap turkey meat for the Great Thanksgiving Banquet. Assist in kitchen as needed. First shift helps with set-up. Last shift helps with clean-up.</p>
Pre Event Tasks: Cookie/Muffin/Brownie Bakers	<p>** THIS OPPORTUNITY IS FULL ** Those who have already signed up, we are looking forward to your goodies! Anyone can participate. Qualifies for school community service hours. Great opportunities for groups to serve together.</p>	<p>Drop off Tuesday, Nov. 22 or Wednesday, Nov. 23 * See Drop-off options in Description</p>	<p>Homemade items preferred. Bake a minimum of 2 dozen muffins, cookies or brownies at home. Please pre-cut your items in serving size portions. Drop-off Options: Tuesday, November 22nd *RGM Offices, 1821 Piner Road - 8am - 5pm *Fairgrounds (Garrett Hall) - 10am - 2pm Wednesday, November 23rd * Fairgrounds (Garrett Hall) - before 10am or bring with you if volunteering Go to the Showcase Cafe (Volunteer Check-In) at Fairgrounds for a signature verifying service hours if needed.</p>

DAY OF EVENT - WEDNESDAY, NOVEMBER 23, 2022

Event is from 11:00am to 6:30pm

Position	People	Shifts	Description
Church Sponsored Booth - Contact Mariella at mzapata@srmission.org or at 707-332-7018.	<p>Have enough volunteers from your church/organization for the full shift of 11:00am - 6:30pm. Provide your own church logo banner or sign. Provide your own supplies.</p>	<p>Event is from 11am to 6:30pm</p>	<p>Provide a booth with activities: Face Painting, games, evangelism, craft, or service. Arrive early to set up booth. Be available to minister to the guests attending. Clean area and pack up your booth when finished</p>

VOLUNTEER CHECK-IN

Position	People	Shifts	Description
Volunteer Check-in	<p>6 people per shift Must be at least 18 years old Friendly and welcoming.</p>	<p>9:00 - 12:30 12:15 - 3:15 3:00 - 6:00 includes clean-up</p>	<p>Greet and check in volunteers.</p>
Volunteer Check-in Computer Support	<p>1 person per shift Minimum Age is 15: 1 child per adult Friendly and welcoming. Comfortable assisting folks with a computer.</p>	<p>9:00 - 12:30 12:15 - 3:15 3:00 - 6:00 includes clean-up</p>	<p>Assist drop-in volunteers to complete an online application if necessary. Assist with volunteer check-in as time permits.</p>
Volunteer Check-in Photographer	<p>2 people per shift Minimum Age is 15: 1 child per adult Friendly and welcoming. Good with a camera.</p>	<p>9:00 - 12:30 12:15 - 3:15 3:00 - 6:00 includes clean-up</p>	<p>Take mugshot pictures of our volunteers as they check in so that we can upload into our volunteer database. We will provide the camera.</p>

CHAPEL

Position	People	Shifts	Description
Buck Stampers	<p align="center">4 per shift Minimum Age is 12: 1 child per adult. No children under 5 years old. Friendly and approachable. Able to communicate clearly.</p>	10:00 - 12:45	Validate "Banquet Bucks" (vouchers for family food boxes) for guests as they leave the chapel service they attended. Provide directions. Other duties as assigned by Chapel Manager.
		12:30 - 3:30	
		3:15 - 6:15 includes clean-up	
Position	People	Shifts	Description
Chapel Line Leaders	<p align="center">3 people per shift 2 people last shift Must be at least 18 years old. Warm, approachable and comfortable interacting with guests. Ability to stand throughout the shift.</p>	9:45 - 12:45	Greet and welcome guests. Assist guests lining up in preparation for chapel.
		12:30 - 3:30	
		3:15 - 6:15 includes clean-up	
Position	People	Shifts	Description
Chapel Ushers	<p align="center">6 people per shift Must be at least 18 years old. Warm, approachable and comfortable interacting with guests. Ability to stand throughout the shift.</p>	9:45 - 12:45	Direct guests to their seats, distribute booklets, answer questions about the event and direct guests to other venues.
		12:30 - 3:30	
		3:15 - 6:15 includes clean-up	

COAT DISTRIBUTION

Position	People	Shifts	Description
Coat Distribution	<p align="center">16 people per shift 10 people for last shift Minimum age is 14: 1 child per adult Outgoing, patient and friendly. Able to be on your feet throughout the shift.</p>	10:30am - 1:30pm	Help guests select a coat. Other duties as requested by Coat Distribution Manager.
		1:15pm - 4:15pm	
		4:00pm - 7pm includes clean-up	
Position	People	Shifts	Description
Coat Distribution Greeters	<p align="center">3 people for first shift 2 people for last two shifts Must be at least 18 years old Bilingual is a plus but not mandatory. Outgoing, patient and friendly.</p>	10:30am - 1:30pm	Greet and warmly welcome guests. Troubleshoot and help minimize frustration guests. Assist coat distributors as needed.
		1:15pm - 4:15pm	
		4:00pm - 7pm includes clean-up	
Position	People	Shifts	Description
Coat Distribution Hangers	<p align="center">5 people first two shifts 3 people last shift Minimum age is 10: 1 child per adult Able to reach rack in order to hang a coat.</p>	10:30am - 1:30pm	Take coats out of storage bags and hang on racks according to size. Involves minimal guest interaction.
		1:15pm - 4:15pm	
		4:00pm - 7pm includes clean-up	
Position	People	Shifts	Description
Coat Distribution Hanger Runners	<p align="center">2 people per shift Minimum age is 5: 1 child per adult</p>	10:15 - 12:30	Run empty hangers from distribution tables to coat hanging area.
		12:15 - 2:30	
		2:15 - 4:30	
		4:15 - 6:30	

KITCHEN / DINING HALL

Meals served from 11:00am to 6:30pm

Position	People	Shifts	Description
Kitchen Food Service-Platers	<p align="center">8 people first shift - set-up only (no food service) 14 volunteers per shift thereafter Minimum age is 15: 1 child per adult Handle and plate food with cleanliness. Able to follow directions and work under timelines. Able to stand throughout shift.</p>	9:30 - 11:00 (set-up only)	Prepare plates of food. Other duties as assigned by Food Services Manager.
		10:45 - 1:45	
		1:30 - 4:30	
		4:15 - 7:15 includes clean-up	
Position	People	Shifts	Description
Dining Hall Host/Hostess	<p align="center">4 people per shift Must be at least 18 years old Gracious and approachable. Able to multi-task. Able to stand throughout shift.</p>	10:40am - 1:30pm	Greet and seat guests as they arrive. Monitor dining room for available tables. Other duties as requested by Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift.
		1:10pm - 4:30pm	
		4:10pm - 7:15pm includes clean-up	
Position	People	Shifts	Description
Dining Hall Servers	<p align="center">12 people per shift Minimum age is 15: 1 child per adult Gracious and approachable. Able to multi-task. Have good balance. Able to stand throughout shift.</p>	10:25am - 1:30pm	Serve meals to seated guests. Monitor dining room for guests who need service. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift.
		1:10pm - 4:30pm	
		4:10pm - 7:15pm includes clean-up	

Position	People	Shifts	Description
Dining Hall Bussers	5 people per shift Minimum age is 12: 1 child per adult Gracious and approachable. Able to multi-task. Have good balance. Able to stand throughout shift.	10:25am - 1:30pm	Bus tables as needed. Monitor dining room for tables that need to be bussed. Clean up spills and messes. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift.
		1:10pm - 4:30pm	
		4:10pm - 7:15pm includes clean-up	
Dining Hall Drink Servers	6 people per shift Minimum age is 12: 1 child per adult Gracious and approachable. Able to multi-task. Have good balance. Able to stand throughout shift.	10:25am - 1:30pm	Make and Serve drinks to guests at their tables. Monitor dining room for guests that need drink refills. Clean up any spills or messes. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift.
		1:10pm - 4:30pm	
		4:10pm - 7:15pm includes clean-up	
Dining Hall Pie Servers	6 people per shift Minimum age is 15: 1 child per adult Gracious and approachable. Able to multi-task. Able to stand throughout shift.	10:25am - 1:30pm	Cut and plate pies. Serve pie to guests at their tables. Monitor dining room for guests that are done with their meal and ready for pie. Work under Dining Hall Manager. Expect to serve 300 people per hour. Please be on time for scheduled shift.
		1:10pm - 4:30pm	
		4:10pm - 7:15pm includes clean-up	
FOOD BAG DISTRIBUTION			
Food Bag Distribution	10 adults first shift 8 people per shift thereafter Minimum age is 10: 1 child per adult Maximum 3 children per shift Able to lift up to 20 lbs. Able to work under time pressure. Detail oriented.	9:30 - 1:00	Greet and welcome guests. Manage line and receive "Banquet Bucks". May include bagging fresh vegetables and lifting turkeys. Distribute food bags.
		12:45 - 4:15	
		4:00 - 7:30 includes clean-up	
Turkey Runners	10 people per shift Must be at least 18 years old Must be physically fit, able to walk continuously throughout shift and be able to lift and pull up to 40 pounds. Good walking shoes recommended.	10:45 - 1:30	Cart food bags, turkeys and pies for guests from Grace Pavilion to front gates.
		1:15 - 4:00	
		3:45 - 6:45 includes clean-up	
GUEST SERVICES			
Gate Greeter	6 people per shift Minimum age is 14: Must be paired with adult Ability to communicate clearly. Friendly and helpful.	9:30 - 12:45	Welcome guests and volunteers. Direct them to appropriate starting venue. Work under Gate Greeter Manager.
		12:30 - 4:00	
		3:45 - 6:00 includes clean-up	
Wheelchair Hospitality	2 people per shift Must be at least 18 years old. Must be physically fit, able to walk continuously throughout shift and be able to help someone out of wheelchair as needed. Good walking shoes recommended.	10:30 - 1:30	Offer wheelchairs to guests as needed. Push guests in wheelchairs, drop off at various event locations and be available to pick up when needed. Wipe down chairs between guests.
		1:15 - 4:15	
		4:00 - 6:45 includes clean-up	
Grounds Housekeeping	3 people per shift Minimum age is 14: 1 child per adult Able to walk the grounds and lift and carry full garbage bags.	11:00 - 1:00	Maintain a clean environment. Pick up trash from the ground with a trash grabber and empty trash cans as needed.
		12:45 - 3:00	
		2:45 - 5:00	
		4:45 - 7:00 includes clean-up	
Sustainability Team	2 people per shift Minimum age is 14: 1 child per adult Able to stand throughout shift. Firm grasp on types of waste and how each should be disposed. Comfortable sorting trash.	10:45 - 1:30	Help maintain a clean environment. Oversee disposal of waste into 3 categories: *Trash/Landfill *Recycling *Compost
		1:15 - 4:15	
		4:00 - 6:45 includes clean-up	
Guest Check-In and Information	1 person per shift Must be at least 18 Friendly and welcoming.	9:30 - 12:30	Greet and check-in guests, answer questions, direct into the chapel at appropriate service time.
		12:15 - 3:15	
		3:00 - 5:30 includes clean-up	
Hospitality Team (Information and Lost and Found Booth)	2 adults per shift Okay to bring minors. Great spot for families. Friendly and welcoming.	10:30 - 1:30	Answer questions for guests and volunteers in the Grace Pavilion. Manage Lost and Found items for the event.
		1:15 - 4:15	
		4:00 - 6:45 includes clean-up	

Position	People	Shifts	Description
First Aid	2 people per shift (1 for dining hall, 1 for Grace Pavilion) EMT, RN, LVN, or MD	10:30 - 1:30	Provide First Aid Services as needed. First Aid supplies provided. May select another volunteer opportunity at the same time to be available for emergencies.
		1:15 - 4:15	
		3:00 - 5:30	
Position	People	Shifts	Description
Photographers	2 people per shift Some experience with photography. Able to navigate throughout the fairgrounds.	10:30 - 12:45	Take photographs of guests and volunteers in all areas of the event using your own camera - not a cell phone.
		12:30 - 2:45	
		2:30 - 4:45	
		4:30 - 6:30	
COMFORT MINISTRIES			
Position	People	Shifts	Description
Foot Washing	6 people per shift Minimum age is 16: 1 child per adult Must be able to sign our Statement of Faith (www.srmission.org/about)	10:30-1:00	Provide foot washing and visit and pray with guests. Hand out free pair of socks to each guest. The idea for foot washing is to provide an environment of healing both spiritually and physically. Human touch is important for wholeness. The homeless are on their feet and in their shoes sometimes 24/7.
		12:45-3:00	
		2:45-5:30 includes clean-up	
Position	People	Shifts	Description
Foot Washing Reception	1 person per shift Must be at least 18 years old Friendly, helpful and organized.	10:15-1:00	Welcome guests, connect guests with the next foot washer
		12:45-3:00	
		2:45-5:30 includes clean-up	
Position	People	Shifts	Description
Haircut Reception	1 person per shift Must be at least 18 years old Friendly, helpful and organized.	10:45-1:45 pm	Welcome guests, schedule haircuts, connect guests with stylist, sweep up hair between cuts.
		1:30-4:30 pm	
		4:15-7:00 pm includes clean-up	
CLEAN-UP			
Position	People	Shifts	Description
Stewardship / Clean-Up Team	10 People Able to lift and carry 50 lbs. Includes walking, carrying and loading.	5:30 - 8:00	Be part of our loyal clean-up team and help clean up after the event. Take down tables, help teams pack up their areas, and load trucks. It is our desire to bless the fairgrounds, and leave the facilities in beautiful shape. We appreciate you!