

## Swing Shift Instructions

Contacts at church that can help get you acclimated:

Michael Phillips, Rector

Arold Dorsinvil, Sexton

Erlinda Brent, Parish Secretary

Ozell Ryant, Sexton

Crates of veggies will be delivered by the time the first shift starts. **Pick up begins at 5:00 and ends at 7:00.**

There are 3 volunteer shifts:

Set-up: 4:30 PM - 6:00 PM

Swing: 5:30 PM - 7:00 PM

Clean-up: 6:45 PM - 7:30 PM

### **Swing Shift Tasks**

#### **1. Sign-in and assist members who are picking up shares**

- When a member arrives, you should take their name, locate them on the sign-in sheet, and place a check-mark in the column.
- If the member (or if it is a guest picking up someone else's share) is not familiar with the pick-up procedure, direct them to the tables and provide orientation and assistance as needed.
- We do usually have extra paper and plastic grocery bags in one of the large plaid supply bags, in case a member needs some.

#### **2. Distribute additional share and ala cart items to appropriate members**

- Some members will be picking up additional share items (such as coffee), or meat & dairy ala-carte items.
- Check names off of the provided lists for the extras they are picking up.
- Collect any checks for payment and place on clipboard in provided addressed envelope.