

2016 BBQ Volunteer Job Descriptions

Volunteer Position	Job Description
Set Up Crew (day before)	Arrives at church the day before the event (usually around 4:00 PM). Cleans kitchen (wipe countertops, sweep/mop floor), cleans nursery and fellowship hall (sweep & mop). Sets up round tables (15), serving tables (5), and dessert tables (1-2). Also sets up chairs. Puts out tablecloths and any table decorations.
Set Up Crew (day of)	Arrives at the church around 10 AM. Brews coffee and tea. Arranges, warming dishes, sets up, bread, pickles, onions, serving plates, utensils, cashier's table, dessert table. Warms BBQ sauce and beans.
Kitchen Workers	Maintains BBQ sauce and beans on stove. Brews more tea and coffee as needed. Manages supply of meat coming in from outside.
Servers	Serve food.
Greeter	Sits at cashier table with cashier. Welcomes guests, updates addresses, helps guests fill out nametags, takes plate orders and enters orders into spreadsheet.
Floater	Wipes down dining tables, monitors dessert table, monitors drink table. Asks guests if they'd like drink refills.
Photographer	Takes photos during the event. Takes names of people in photo.
Clean Up	Clean church, put up tables, put up chairs