**THANK YOU** for being a Habitat Greeter! Here are the basic duties:

* Arrive 10 – 15 minutes early. The site supervisor will direct you if this is your first time. If you are uncomfortable with any duties, ask for help. We want you to enjoy this important job!
* Set up TABLE (Stored inside tool trailer for **signing in/out and waivers**.)
* Plastic Container: this has blank waivers, pens, sign in/out sheet, etc.
* You are now ready for volunteers. Ask if they have volunteered ON THIS JOB before. If so, sign them in and that’s it –If not, see below:

**First time volunteers (on this job):**

* Need signed waiver (under 18 years old must have parental consent); if registered online, they already completed a digital waiver.
* Give one shirt (color and size of their choice). In bins in trailer – please keep organized.
* Have them Sign In and remind they have to Sign Out when they are done.
* Send to Site Supervisor for Safety Talk and an assignment.
* Signed Waivers – put signed waivers in designated file inside plastic container.

**Returning volunteers (on this job):** Sign in (remind to sign out). Send to Site Supervisor.

**Parking**: make sure no one parks in neighbor’s drives or yards. All parking should be at 217 Chestnut St. in the gravel lot west of the Village buildings. It’s a short walk through the funeral home parking lot.

If any volunteer gives a **cash donation**, direct them to Site Supervisor.

**Drinks**: Put water bottles in coolers – Site Supervisor usually brings fresh ice.

Make sure the large plastic **garbage can** is out with a plastic liner in it. Also recycling bin. (in the tool trailer)

Put **breakfast/snack items (if any)** on table out of the sun for the workers to eat if they wish.

When the volunteers have settled into their assigned jobs, check out the tool trailer for meal supplies – napkins, plates, plastic-ware, etc. and the **first aid kit.** Volunteers may come to the job site at any time they are available, so keep watching for new arrivals to welcome and sign-in.

**THROUGHOUT DAY**: Offer water or remind workers to stay hydrated. Keep cooler stocked/iced. Take pics if you don’t mind and upload to the project album (QR code available).

**Meals**: Right before meal time (12:00PM) get out all lawn chairs from the tool trailer and another table for the meal to be delivered. Set out all of the tableware (plastic bins). Assist the meal volunteers as they set out the food and with clean up. Often food that will not spoil will be left to snack on. Be sure to keep these out of the sun. Typically, someone (ask site supervisor) will pray before the meal. Food is for everyone, including you.

**END OF DAY**: help put things in tool trailer, check for trash. Ask Site Supervisor if he is taking the garbage. Try to keep things stored as they were when you arrived so the next Greeter can be prepared.

Remember, **we APPRECIATE YOU** and are blessed by your volunteerism! **THANK YOU**!