

## **HOST TEAM/PARKING LOT ATTENDANT - JOB DESCRIPTION**

1. Arrive at 8:00am Sunday, meet with team for prayer.
2. If we have snow or ice, shovel sidewalks and steps and throw out salt.
3. Unlock shed with golf cart and secure doors (tied open).
4. Unplug the golf cart and turn switch under seat.
5. Back out the cart and get walkie talkies, and the tent.
6. Close and secure doors.
7. Set up tent with table, and park golf cart on street by the sidewalk.
8. Have one person at table for greeting, and 1 driving cart.
9. Keep cart moving constantly, driving across the street and waiting for people in the lot.
10. Cart should be moving before and after each experience –  
8:45 till 9:15, before 1<sup>st</sup> service,  
10:00 till 10:45 before 2nd service,  
11:30 till 12:10 before 3<sup>rd</sup> service
11. Park the cart at 12:15 back in the shed unless there is a special need.
12. Lift up the seat, turn the key off, and plug in the batteries.
13. Put away tent and charge walkie talkies.
14. Close doors and secure shed.
15. Keep keys and or copies for team members.
16. Train help for rotation of schedule.
17. Some volunteers may not stay all the time, leader should keep the schedule covered from open to close.
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