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Job Descriptions for Giveaways

General

- Wear lanyard.
- Arrange to store bags in someone's car, or underneath the chaplaincy building.
- You are the public face of our ministry, therefore conduct yourselves with confidence, warmth and a 'professional' manner. Don't mumble, slump, loiter around eating.
- If you are 'off duty', reading, eating or whatever, stand at a distance.
- When 'on duty' focus at the task at hand, don't get distracted chatting with friends. Instead, excuse yourself and explain you can't keep chatting while 'on duty'.

Usher

- Keep people in a clear, clean line. Help passer-bys know that they are welcome to line up. Speak in a firm but courteous manner.
- Gently ask Christians who just want to hover and chat to those 'on duty' to move away.
- Smile warmly.

Spruiker

- Wander around widely, letting people know where the giveaway is and encouraging them to come over.

Servers

- Hair must be in a cap or hairnet.
- Hands must be washed with soapy water, and rewashed if you do anything else with them.

University Fellowship of Christians ufcutas.org

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Linked to place - location

- Valuables and hand jewellery can be stored in special safety box.
- Keep all service areas clear, clean and tidy. Wipe up spills, remove unnecessary objects.
- Try to avoid giving second serves to people.
- Be very warm and friendly.
- Don't give people cups with spillages down the side.

Recruiter

- While people are waiting in line, ask them if they are interested in finding out more about us and collect their details.
- If they are interested in giving their details, or even if they're not, give them the general advertising flier.
- Pass on all sign up details to staff.