

VOLUNTEER TASKS DESCRIPTIONS

Date

BAKER	Bring home made baked cookies and pies to Douvrais.	Dec. 24
CLEAN-UP	Clean tables, move furniture, help pack up, lift boxes.	Dec. 25
DELIVERY	Deliver meals to clients within the area of the Ottawa River	Dec. 25
DRIVER	Pick up and drop off of guests within designated area.	Dec. 25
ELF	Gives their “Elf Gift Form” sheet to the runners in the Toy Shop (Douvrais). Tells the runner what sex and age bracket for toys and gift bags. Returns to Newport with gifts for guest.	Dec. 25
GREETER	Welcome guests and give out tickets.	Dec. 25
RUNNER	Takes tickets from the elves, completes order and gives gift to the elves who to deliver to guests.	Dec. 25
KITCHEN	Wash-up (cooks do all meal preps).	Dec. 25
MONITOR	Oversee the activity in the restaurant. Ensure the flow of people is at a safe level, children are not serving hot drinks and people are having a good time. Mature individuals required.	Dec. 25
NO PREFERENCE	Wherever you are needed.	Dec. 25
PHONES	Take meal orders and transportation requests from clients.	Dec. 25
SERVER	Take meals from the kitchen to the tables. Be friendly with the guests, e.g., welcome them, as if they are enjoying their meal etc.	Dec. 25
SET-UP	Pick up various items from storage locker, Costco etc. and deliver to Douvrais. Set-up tables and do preliminary sorting.	Dec. 24 & 25