

Sign-in Pantry Greeter:

Day: Tuesday and Thursday

Time: 8am-12pm

Thank you! You play a crucial role in helping MCSA operate the Food Pantry! Our goal at MCSA is to provide great customer service and to let all our volunteers know how much they mean to us!

As a volunteer Sign-in Coordinator, your will be to:

- Set up table
- Wipe down table
- Get sign in form, pen, and clipboard
- Greet guests
- Have guests PRINT name and household number on the form
- Give guests a number ticket
- Call out numbers to notify guests when it is their turn to shop
- Please politely keep guests away from entrance until their number is called
- When all numbers have been called, please wipe down area and turn in form to Food program coordinator.

Again, we at MCSA want to say **thank you** for taking the time to give back! Please let us know if we can help with any questions or concerns.