

<b>Duties and Responsibilities</b>
ADMINISTRATION TASKS: Church Office Mon. -Fri. 9am-3pm
<b>Receive orders and payments</b>
TAKING ORDERS: FCC Fellowship hall Sun. 9:00-9:15am, FCC Church Foyer Sun. 12:00-12:15noon Handing out order forms.
<b>Receiving order forms and payment after each service</b>
Turning in order forms and payments to church office.
DISTRIBUTION DAY TASKS: Fellowship Hall
7:00-8:00am PICK UP BULK PRODUCT, Count Inventory
<u>7:00-8:00am: ASSEMBLY LINE-set up</u>
Placing signs, banners
Set up Assembly Line tables
Taping Boxes
<u>8:00-9:00am: ASSEMBLY LINE</u>
Set product along assembly line
Open all boxes and bags along assembly line
Place product, The Servant Magazine, New Menu and newsletter in boxes
Stack boxes for pick up
Clean up area, Take cardboard trash to recycle center
<u>9:00-11:00am DISTRIBUTION / MINISTRY</u>
Set up Tables and chairs, table cloths, table signs
Traffic Control
Registration Table: Verify and Confirm order
<b>New Orders</b>
Customer Assistance
Oversee Specialty Items
Swap Table
Information Table
Prayer Action Team
<u>11am Clean Up Team</u>
Put away all tables, chairs, signs, banners, etc.
Turn off coffee maker, clean coffee pot
Vaccum carpet
Set up area for Sunday Breakfast.