

SET UP DUTY	UNLOADERS	EMPLOYER GREETER	JOB-SEEKER REGISTRATION	EVALUATION TABLE	LUNCH STAFF DUTY CLEAN UP STAFF DUTY
7:30am-8:30am	8:00am-10am	9:00am-11:00am	10:00am-1:00pm	10:00am-1:00pm	12:30pm-2:30pm
<ul style="list-style-type: none"> ▪ Prepare/decorate tables ▪ Place tablecloths and skirts on the tables ▪ Put up signs and balloons 	<ul style="list-style-type: none"> ▪ Greet employers by the handicapped parking at Library building ▪ Help employers carry materials to registration area <p style="text-align: center;">MUST WORK FULL 2 HOURS</p>	<ul style="list-style-type: none"> ▪ Escort/direct employers from registration to assigned table ▪ Inform employers of breakfast/lunch locations ▪ Circulate and give water to employers ▪ Assist with any materials/help that they might need 	<ul style="list-style-type: none"> ▪ Assist Job Seekers with registration ▪ Hand out materials 	<ul style="list-style-type: none"> ▪ Circulate and give water to employers ▪ Hand out evaluations to departing job seekers ▪ Distribute gifts to those who fill out evaluations 	<ul style="list-style-type: none"> ▪ Assist with setting up lunch area ▪ Help clean-up after lunch ▪ Assist with employers needs ▪ Assist employers with materials to the unloading zone for pickup ▪ Clean-up Galleria, fold table cloths and remove table skirts ▪ Remove signage around campus