

Hello volunteers,

Welcome to the Fifth Annual Day of Giving Thanks dinner event hosted by Salute e Vita Restaurant – Thursday, November 26, 2015!

First of all, *THANK YOU* for taking time from your busy life to share in this day of thanks and giving back to our community. We appreciate your energy; we couldn't do this without you! This year we have invited veterans and their families along with many less fortunate families from the Richmond area to join us at Salute e Vita for Thanksgiving.

Below are brief job descriptions for volunteer positions. Please choose your desired shift (first or second) and your top **two** job choices, and reply to me by email. If you have any special issues which limit your volunteer role or work time, please let me know. We will do our best to honor your first choices and knowing any special issues will help us with scheduling. I will contact you again in a few weeks to confirm roles and provide further information.

Floaters/volunteer tent: staff the volunteer tent; floaters (runners) help other volunteers, provide general assistance on-site, like supplying areas or running messages/errands

Transportation assistants: assist loading passengers on the buses/shuttles; may be needed to assist bus drivers on routes - must be able to use your cell phone on the day

Parking lot assistants: direct drivers who need special assistance to parking in Salute's lot; assist bus/shuttle drivers to drop off diners in front of the restaurant, keeping street clear

Health fair assistants: assist participants and medical staff working with the health fair, help fill out forms (Spanish helpful!), direct people to the correct locations

Greeters: welcome and check in guests as they arrive, direct participants to on-site events (gift table, health fair)

Gift givers: organize gift bags, hand out gift bags and monitor the number of bags per person

Dishwasher assistants: scrape plates, separate dishes & glassware to help restaurant dishwashers clean dishes faster

Kitchen helpers: fill water pitchers, make coffee, bread & butter plates, restock dishes, polish and stock silverware and other light prep for table settings

Busboys (or girls!): clear dishes from tables, set tables for new guests before they arrive

Servers: greet and serve guests at the table and monitor any needs of guests while dining

Dining room assistants: pour water/coffee and serve bread to guests, assist servers

Pick a shift.

1. Morning shift: 9:00 am – 12:30 pm

- 9:00 am – meet in parking lot of Salute
 - 9:15 am – job assignment and introductions
 - 9:30 am - orientation about restaurant safety
2. Afternoon shift: 12:00pm – 3:30pm
- 12:00 pm - meet in parking lot at Salute
 - 12:15 pm – job assignment and introductions
 - 12:30 pm - orientation about restaurant safety

What to wear:

SERVERS, DINING ROOM ASSISTANTS & BUSBOYS: come dressed like a professional waiter: white (button down) shirt, black pants, black tie, black/brown comfortable non-slip shoes. You will be given an apron.

KITCHEN/DISH HELPERS: comfortable clothing and non-slip shoes that you don't mind getting dirty or possibly permanently stained. You will be given an apron.

GREETERS, GIFT GIVERS, FLOATERS, OTHER ASSISTANTS: come dressed business casual with comfortable shoes.

If you have any questions concerning the day and your participation please email me or call (510-232-0436 sorry about my odd robot voicemail).

Other ways you can still contribute to *Salute's Thanksgiving Celebration* include making a monetary donation through the Richmond Community Foundation (designate for *Menbe's Way*) or donating items to fill the gift bags – items for kids, for men and for women.

Thank you again for all your support and generosity for this wonderful event!

With sincere thanks,

Tina McRee
Salute's Day of Giving Thanks
organizing committee