

Cashier

****PLEASE ARRIVE NO LATER THAN 4:45PM!****

* Get money box, calculator, pen, & guest book from lower left hand drawer of the Auxiliary office desk. Umpqua money bag has your start money - snag a barkeep and ask them where it is! Go to the Auxiliary office or Legion office to count the money. There is a sheet of paper included with the money. Count the money and check that it matches what the sheet says. Initial the sheet. **IMPORTANT:** If the money does not match the sheet, have the raffle person count it - both of you initial the sheet w/this information.

* Get poker chips from the Auxiliary Office. **Count them out** in stacks of ten (use the holder). Ask the kitchen staff how many they are cooking for - when you run out of chips, you **MUST** turn people away. (Say sorry!) **IMPORTANT:** You will be providing a running total of chips sold to the kitchen. The kitchen staff will be checking periodically with you for this count. Set up on the small table at entrance. Be ready to start taking money and giving out chips **NO LATER THAN 5:00pm.**

* If the menu is not already on the board, find out the menu from kitchen staff and write it on the chalkboard. The chalk is on the upper shelf in the coat closet. Don't forget to write in the type of pie to be raffled. Don't forget to put the price of the meal (ask the kitchen staff). Lately all meals have been \$10 **EXCEPT** for Beer Battered Cod - that price is \$12. When in doubt ask the kitchen staff.

* Have people sign-in (**this is a must!**), ask how many they have in their party, take their money, give them one chip for each paid meal. Make sure they sign the guest book - this keeps our liquor license legal! **Guests must include a name of a member that they are a guest of!** Let them know they will turn in the chip when they pick up their meal. If you have someone there for take-out, inform them that they will need to go through the line at 6:30pm.

* Dinner is served at 6:30pm - when the bar rings the bell. Wait another 5-10 minutes and then count your money. Fill out the sheet that came w/the money - put it all back in the green bag and put it in the Bar Drawer (next to the sink in the Bar). **Go eat!**

* Please keep an eye out for any latecomers. Sometimes we can accommodate them. Check w/the kitchen staff. If you have already counted the money you'll need to change & initial the money sheet. Put the unused poker chips back in the Auxiliary office.

Thank you for volunteering!