

STOREROOM CHA JOB DESCRIPTION

TEAM MEETINGS

Each week, supply ice water for rollistas in both rooms for them to give their practice talks. This is going to be part of your job on weekend, so you get to practice now!

WEDNESDAY NIGHT SET UP

The Head Storeroom cha is required to be at the campground on Wednesday night to meet the Secretariat Weekend Couple and receive the supplies for the weekend.

They will show you where all supplies are kept and will include:

- Photo banner with the appropriate number for weekend.
- The Easel.
- Signs for the easel (Tres Dias, Rollo, Palanca, Decuria and others).
- Tripod (wooden carving of three-legged stool) for easel and three legs called “Piety”, “Study”, and “Action”.
- Location of the power switch to light the cross for Saturday night. Just in case you miss the directions. The power switch that supplies power to the Tres Dias cross on the hill is located in the middle of the wall to your left as you face the podium.
- Tres Dias candidate crosses. Verify that they will be delivered to the Palanca room for you at Saturday night serenade and call the weekend couple if you do not get them by then.
- The Cross with pegs that is used for the cross ceremony on Sunday.
- Pilgrims Guides (enough for Table Chas, Candidates and Professors plus a couple extra – approximately 60)
- Growth guides.
- Notebooks.
- Pens.
- Poster Paper.
- Markers that work (for posters).
- Candles and lighters for rollo table.
- Candles and lighters for Saturday night serenaders.
- Location of medications, paper towels, tissue, toilet paper, etc.

Most supplies are kept in the cabinets in Storeroom or in the storage areas between Rollo Room and Storeroom. Verify with weekend couple that overflow of paper products, etc are kept in trailer in back of building. You should not need to bring any supplies from home since everything you need is provided to do you job.

Obtain from them an **inventory list** that you are to complete at end of weekend to let them know how much of everything is left so that they can replenish supply for following weekend.

Review with them the end-of-weekend procedures (See take down list at end of this job description) so that you can get a good start on it as early as possible on Sunday.

They will provide money to make purchases during the weekend

Before Wednesday night, prepare a list of any questions you might have for them and get those questions answered.

In addition to the above on Wednesday night, you can coordinate with the Floater Supply chas in setting up the Storeroom in a way that would be most efficient for helping to dispense supplies and fill drink orders.

RESPONSIBILITIES ON WEEKEND

Follow schedule throughout weekend for cues as to what to do when. **Review weekend schedule in advance of weekend and highlight** everything that pertains to you and post it in storeroom on weekend.

Make sure supplies are ready for table chas when they need them to serve the candidates, such as pilgrim's guides, pens and tablets and posters and markers. **Refer to weekend schedule throughout weekend to prompt you.** You will also dispense other supplies in cabinet as needed to various team members and for candidates. This includes over-the-counter medications. You will have access to the storage trailer in back as well.

Make sure the Tres Dias banner used in picture with appropriate number of weekend is ready for the picture to be taken on Friday morning. Banner and numbers are in cabinet in storeroom.

When possible, offer to assist Floater/Supply Chas with filling drink orders after rollos. This is their primary responsibility but four sets of hands help in the rushed moments.

Maintain the podium table in rollo room, changing candles, checking tissue box, supplying fresh water glass. Make sure signs, etc are put on easel next to rollo table at appropriate times. **Refer to weekend schedule throughout weekend to prompt you.** Decorating of the table is done by someone who has been previously designated by the rector or head cha.

Coordinate with Floater/Supply chas in running errands to the store as the need arises, usually to Wal-Mart. Check with the various cha areas and the kitchen before you make a run to the store to see if they need anything. The weekend couple provides cash for this purpose. The kitchen has their own money provided by the Secretariat. It is important that everyone running errands knows to keep track of receipts since all receipts and left over money has to be turned in to Secretariat on Sunday. It is best to try to limit trips to one or two per day maximum. It is a good idea to post a shopping list for chas to use that shows item needed and the person who requested it. Ask chas to use list to make their requests.

You are often designated as the Medication Cha. This means making sure that candidates who take prescription medications are able to take them at the proper time. The preferred way of handling this, in order to avoid any liability on our part, would be to explain to the candidate that she should keep her own medication. It would be a good idea for you to find out what her medication schedule is so that you can make sure to remind her as well as make sure that she has water to take it with in advance, since it might be during a rollo. Regardless of the plan, the candidate should always keep her medication in her possession, not a team member's.

Help Palanca Chas put General Palanca Letters on wall in rollo room following Holy Spirit Rollo while candidates are in chapel.

Offer to assist table chas in the rollo room when candidates are in chapel, at meals or at the end of day in straightening tables and chair, discarding trash, distributing palanca, etc.

Line hall when directed by Assistant Head Cha.

Keep storeroom door closed at all times

On Saturday night before dinner, provide serenaders with candles and lighters for the candle lighting following serenade. Also before dinner on Saturday, light the cross on the hill outside rollo room. The switch to turn the cross on is located in back left corner of the rollo room. Locate the switch and the candles prior to Saturday so you are ready. The candles are usually stored on top of the cabinets in storeroom.

Check with Rector in advance of weekend about where to set up for Cross Ceremony on Sunday, since it is your responsibility to set up for this. It is usually a time saver to set it up in the rollo room on the rollo table, but sometimes the Rector requests that it be done in the chapel. If so, you do not need to set up chairs in the chapel. It is a brief ceremony at the end of weekend. Setting up for this is done during the time that the candidates are reading their letters. It is in the schedule that way. The easiest way to set up for this is to use the cross with 6 pegs to hang each table's crosses on. There are also six pockets or slots on the cross for you to put the growth guides that have been collected from each table. The growth guides should all have the candidate names on the front so that Rector can easily call out each candidate's name for her to come forward during ceremony. However you set it up, the crosses and the growth guides should be set up or laid out by table, six groups of crosses and growth guides in all.

At end of weekend, you must remain on the campground until your area is clean, trash emptied and cans turned upside down and supplies are inventoried and returned to the appropriate shelves in the storage closet. Please follow instructions given to you by the weekend couple. They will be there to answer any questions and to approve your area once you have completed your inventory and take down list.