

FLOATER/SUPPLY JOB DESCRIPTION

OVERVIEW

On the weekend, you will assist table chas by filling their drink orders for the tables after each rollo and at another other times if called upon.

You will also work closely with the storeroom chas to provide table chas and other team members with supplies they need for team and candidates alike.

You may also be called upon to share with the storeroom chas the responsibility to make trips to the store for the needs that arise. Wal-Mart is the usual destination!

You may be needed to assist dorm chas in providing drinks in the morning for the candidates as well as in the evening after decuria and chapel. They will do the set up but may need you to supply the drinks.

PRIOR TO WEEKEND

Consult with Rector about any special requests he/she has about beverages for weekend. For instance, some rectors prefer that regular coffee (versus decaf) not be served after a certain time.

Check with Weekend Couple about the following:

1. Any instructions they might have on how to use the coffee makers if uncertain.
2. Find out whether or not to “recycle” cups used by rinsing them out after each use and having candidates’ names written on them in permanent marker. If so, marking the cups would need to be done before the cups are wet with use, so that the name won’t rub or smear off. Using new cups each time is far easier but recycling them is far more cost effective for Tres Dias. Do as the weekend couple directs.
3. Find out how or if you should inventory beverage supplies at end of weekend for when they arrive on Sunday afternoon. They will need to replenish what has been used up.
4. Review items listed in Weekend Set Up section below and make sure all of these items will be there.
5. If the rector has made a specific request for a particular beverage, pass that information along to weekend couple.

WEEKEND SETUP

The supplies you should find are as follows:

- Two Bunn coffee makers w/carafes
- Hot water pot
- Regular coffee packs
- Decaf coffee packs
- Coffee filters
- Various kinds of tea
- Hot cocoa packets
- A good variety of soft drinks
- Juices
- Hot and cold cups
- Napkins
- Stirrers
- Iced Tea
- Creamer
- Sugar
- Sweet n Low
- Equal

The last five items may be found in the kitchen if they are not in the storeroom. Check with the weekend couple if you don't find something. The cabinets will have some of these items. There are also the cupboards and fridge near the sink and coffee makers. The weekend couple will bring a lot of supplies with them.

In coordination with the Storeroom chas, set up the storeroom the way you think would be best and most efficient in filling the drink orders as well as helping the storeroom in dispensing of other supplies as needed.

DAILY RESPONSIBILITIES

Start each day with prayer

Mark cups with names if directed above.

Be ready for the "rush" after each rollo. In serving beverages, develop a system that works for both you and the table chas that will enable them to serve their candidates in the shortest time possible.

Have fresh coffee ready after each rollo. If possible have ice in cups at very end of rollo to save time. Keep full containers of coffee fixings, tea bags, cocoa mix and stirrers.

To avoid waste, arrange cold drinks so that bottles are rotated and not more than one bottle of a particular soft drink is opened at one time.

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

Empty trash every day as needed. Keep storeroom straight and ready to serve drinks at all times.

Be ready to line the hall with other chas when candidates move from place to place.

It is your job, along with the Storeroom Chas, to make trips to store (usually Wal-Mart) as needed. This would include, but is not limited to, any special requests by candidates of an item that you do not have.

Help storeroom chas with supplies, dorm chas with their beverage needs and other cha areas if needed. Offer to assist table chas in cleaning and straightening rollo room at meal times and during evening chapel.

SUNDAY CLEAN UP

Assist storeroom chas in cleaning the storeroom thoroughly. Put unused supplies back in storage closet, clean and unplug coffee makers and hot water pot. Give the weekend couple an inventory of beverage supplies that are left as directed to do on Wednesday night.