

Head Storeroom Training

- ❑ Read your entire manual – most questions will be covered in this manual.
- ❑ You are responsible for all supplies needed for the rollo room, the table Chas, and the podium
- ❑ You will receive an inventory list from the weekend couple. Be sure to update it on Sunday when packing items away.
- ❑ The Spanish words are on the computer and will be used in lieu of the small plastic signs. Check with and remind the person running the Power Point for the weekend when a word is coming up (See your Schedule).
- ❑ Ask Rector (before the weekend) if you, the table Chas, or someone else will decorate the podium.
- ❑ Fresh cup/bottle of water at podium for each speaker.
- ❑ Check the supplies on Wednesday/Thursday morning. Call the weekend couple with any problems.
- ❑ Assist Table Chas in making drinks – floater supply cha will be available to assist in storeroom. Put names on cups using a Sharpie. Use new cups each morning. Serve the Rector, Head Cha, BUR, Rover, Media, Worship and Spiritual Directors refreshments during the weekend.
- ❑ Be available to cover for a table cha if they have to leave their area, possibly to do prayer Palanca.
- ❑ Help keep Rollo room straightened and vacuumed.
- ❑ Supplies in the storeroom are for those in and supporting the Rollo room – other team members get drinks from kitchen. Team members may listen to Rollos in the storeroom or office, but should keep noise down.
- ❑ Inventory items as you put them away during the weekend...don't wait until Sunday afternoon.
- ❑ Complete debriefing form and turn into Assistant Head.
- ❑ After closing, return to the Storeroom to have your area checked off by the Assistant Head Cha and Weekend Couple. Do not leave the ARC until this has been completed.