

GREETER “GOOD-TO-KNOWS”

Thank you so much for working as a greeter! Here is a quick overview of responsibilities:

Greet guests just outside the automatic door. Friendliness is key!

Ask visitors if they have an appointment:

1. Only **guests with appointments** are allowed in the pantry.
2. From time to time, a **guest without an appointment may have received permission** to shop from Peter or Debbie. Ask a registration team member to contact the office to confirm.
3. **Other visitors** (including donors, community leaders etc.) should be welcomed into the pantry as well. Ask for their names and whom they have come to see.
4. If a **government agent** asks to enter the building, politely ask them to wait outside. Contact the office.

For guests without appointments, point out the poster on the door which shows how to make an appointment. Offer help if needed.

If the guest has an appointment, find and cross off their name on the appointment list.

1. If they are more than 30 minutes early, ask them to wait in their car. Cross out their name when they return. If the pantry is not busy, explain this and invite them in to shop.
2. If they are unreasonably late, politely ask them to be more timely next time.

Let the registration team know if the guest is new to Daily Bread.

Answer questions and explain pantry visiting policies as needed.

Read all pantry signs:

Our signs are an important form of communication and allow our operation to run smoothly.

Help keep your area clean, neat, and organized

At the end of your shift – or as time allows - straighten up, wipe surfaces, sweep, and toss garbage 😊

Thank you! We couldn't do what we do without you!