

## Pillow Booth Monthly Chair Job Description

1. E-mail pillow booth volunteers the day before their scheduled date to remind them of their commitment. Remind them to bring small bills for startup cash and to double count the deposit cash for accuracy. If they don't acknowledge receipt of the email, call them.
2. Monitor booth inventory: Deposit slips, deposit envelopes, ponchos, garbage bags, startup quarters & \$5 bank. Report low inventory to Cynthia.
3. Handle any booth problems reported to you. If the problem is one you cannot handle (especially if you think there is some liability to SIA or OSF), alert the season co-chairs. We are working as a team.
4. Check the dampness/dryness of pillows and blankets early the morning after a rain to be sure they have been dried thoroughly. If damp, alert Cynthia at 541-535-2528 or 541-324-2971 to begin process to re-dry.
5. All changes to the staffing schedule should be made through the "Trade or Substitution" section of the PB website. When a member calls you or emails you with a change make sure they have also entered it on the website. We need this information to maintain accurate data on our website.