

Van Wert Council on Aging
Monday Night Bingo Volunteer-Job Descriptions
Make sure one person is with money boxes at all times

Kitchen

- Wash hands
- Insure startup money is correct
- Gloves must be worn & hair pulled back out of face if needed
- Make coffee
- Wrap desserts
- Putting out condiments
- Serve food
- Take orders
- Take money, make change
- Properly store left over food
- Clean up kitchen
- Restock supplies
- Documenting money at the end of the shift

Front Tables/Poker

- Insure start up box money is correct
- Take bingo slips from players and exchange for packets
- Insure sign up for hot ball
- Take money/make change
- Insure sign up for door prize ticket
- Take money for poker chips
- Calculate amount for Quickie Coverall
- Calculate amount for Hot Ball
- Track number of winner per payout/payout sheet
- Players can only write checks up to \$100.00
- Documenting money at end of shift
- May have to calculate poker winnings

Floater/Floor

- Calling back bingo numbers
- May sell special game tickets
- Properly distributing winnings to players
- Emptying bingo paper boxes
- Cleaning up any trash
- Help in any area that's needed

50/50, Wheel & Daubers

- Insure start up box money is correct
- Take money, make change
- Insure 50/50&Wheel is kept separate (money & tickets)
- Sell Daubers
- Track all sold items
- Calculating of proper payouts
- Properly distributing winnings to players-help if needed
- Emptying bingo paper boxes-help if needed

Tickets

- Insure start up box money is correct
- Selling of instant tickets
- Take money/make change
- Insure tickets are sold for the correct amount \$.25,\$.50 or \$1.00
- Mark through winning ticket with black sharpie
- Make sure correct payout is given
- Exchange any check given for correct money given to you by other stations
- Players can only write up checks to \$100.00