



## JOB ACTION SHEET

## Greeter

Position assigned to	Volunteer
Reports to	Human Resources Coordinator
Goal	Greet all recipients, make sure they receive the Medication Screening Form, and direct them to the next step in the dispensing area
Qualifications	No special qualifications needed
Materials and Equipment	Medication Screening Forms, Volunteer vest, badge, pens, pencils, clipboard, radio, Greeters' script
Assigned area	Ballroom dispensing greeting area

### INITIAL ACTIONS

- ☐ Read this entire **Job Action Sheet**.
- ☐ Read script and prepare to deliver it to **recipients**.
- ☐ Review and understand the ballroom dispensing **layout design**.

### Command Briefings and Set-up

- ☐ Report to the **staging area**.
- ☐ Sign in to the **Closed POD**, put on **vest** and ID.
- ☐ Complete a **Medication Screening Form**.
- ☐ Take part in the Closed POD **command briefing** to all **volunteers**.
- ☐ Take part in the Human Resources command briefing to Greeter, Screener, Dispenser, and Exit Monitor Volunteers.
- ☐ Report to your assigned area. Lay out Medication Screening Forms, clipboards, pens, and pencils.
- ☐ Notify Human Resources **Coordinator** when you have set up and are ready.

### Medication

- ☐ Prior to opening the Closed POD to recipients, report to the **ballroom dispensing area**.
- ☐ Receive medication from the Dispenser. Take your first **dose** immediately.

### ONGOING TASKS

- ☐ Make sure that all recipients receive a Medication Screening Form.

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- ☐ Direct recipients to complete a line on the Medication Screening Form for each member of their household.
- ☐ If necessary, help recipients complete the Medication Screening Form.
- ☐ If recipients have special needs, ask for help from the Human Resources Coordinator.
- ☐ If a recipient displays signs of illness, report this to the Human Resources Coordinator.
- ☐ Direct recipients to the next stage in the dispensing area.
- ☐ Monitor the recipient **flow**. Report any **bottlenecks** to the Human Resources Coordinator.
- ☐ If feeling fatigued or stressed, report to the Human Resources Coordinator.

### END OF SHIFT

- ☐ Receive approval from the Human Resources Coordinator to end your shift.
- ☐ Fully inform your replacement before leaving. Pass on the information from your command briefing and give him/her a status update.
- ☐ Make sure your replacement has all necessary materials and supplies.

### STAND DOWN

- ☐ Receive approval from the Human Resources Coordinator to **stand-down**.
- ☐ Gather all unused materials and supplies. Return them to the Human Resources Coordinator.
- ☐ When operations end, take part in the volunteer debriefing.
- ☐ Return your vest to the staging area.
- ☐ Sign out.