

Updated February 3, 2022

Ball Seller Job Description

Our patrons are what keeps us in business so that you can make money for your club, please ensure that you provide them with the BEST service possible.

- Ball Seller's need to check-in at the Ball booth at 11:40, 5:40 and 9:40.
- The staff will give you an apron or a pinnie.
- Staff will issue you tickets and a \$50.00 float.
- When you go out on the floor people holding up blue indicator cards are the ones that want ball tickets.
- Make sure you are well spread out throughout the hall. Only move into another section when all your sales are cleared up.
- Always SMILE and make our customers feel welcome and appreciated!
- NO walking around and chatting together, you need to be focused on the sales.
- NO leaning against the walls or windows always circulate.
- If a customer has a question that you cannot answer come to the office and get one of the staff.
- CELL PHONES must be on vibrate, if you need to take a call or you need to text go back to the volunteer room to do it. NEVER NEVER do this when you are on the floor, it is rude and annoying to our customers.
- You should be having your lunch or dinner prior to selling. If you need to go for a break during sales, then another person needs to take your place.
- Breaks cannot be taken when you are selling balls, we only have a short window for selling and need to capture as many sales as possible.
- The Ball staff will tell you when to take your break not the Chairperson or the Controller.
- Once sales are done you can pick up all the Blue indicator cards and clean them before putting them back on the shelf.
- Once we start page 8 ALL volunteers can go around and pick up the programs and any remaining indicator cards and put them in the volunteer room for cleaning.
- When the event is over, the customers will be putting their handheld units on the cart by the toy machine, you will need to clean them and then put them back in the crate.