

Host/Hostess Responsibilities

When you arrive in the morning

One hostess:

- Make coffee (instructions on top). Once brewed, fill large thermos with the coffee and start another pot.
- Fill smaller thermos with hot water from the instant hot water (from either the staff workroom sink or the sink in mailroom next to main office).
- Set up hospitality table with treats, bottled water, tea bags, cups, and coffee supplies. When bottled water is depleted, we will “go green” and each day we will fill 3 water pitchers and use with cups in each room.

The other hostess:

- Set out file box with SSR folders and other schedule materials (stored in library workroom).
- Make sure that the envelopes with the validator/student assignment sheets are ready. ****NEW****Blank validator comment forms are in the conference rooms.
- Check all three conference rooms and turn on computers. Make sure that at least 12 bags fortune cookies are in each room and that the student schedule for that day is on each conference room door.

During the day

- When the validators arrive, ask them to sign in and make a name tag; pass out validator instructions for them to read. You may need to go over the instructions for new validators. (Review cheat sheet)
- Ask the validators if they know any of the students on their list. If so, change the validator’s room number, not the student’s.
- Escort the validators to their rooms. Note: if a validator does not arrive, have a hostess fill and use a library TA to backfill if needed.
- Once the student presentations should have begun, check the rooms to be sure there is a student in each room presenting. If not, check the student schedule to see what class they are in and if they are there. If the student is not there, 1) ask for another student from that classroom to go. Around 8:30am, check with the office for the absent student list; cross-check with those students scheduled for that day. If the student is confirmed absent, and you were able to replace him/her with another student, make a note of each and when the other student was supposed to present, so the absent student may be able to switch spots. Please check in periodically with the office to see if absent students show up later.
- Look over the student schedule for the following day and fill in slots of absent students with other students. Be sure to check with Sandie Pike to make sure the schedule will work.
- Use the validator schedule for the next day to help prepare the next day’s schedule/envelops. Although email reminders are sent automatically, if time allows, make reminders calls to validators/hostesses.
- Prepare schedule/envelopes for the next day by making one copy of the Master Schedule (use copier in the library); Add the validators names, make one copy and then cut the schedule along the dotted lines by shift and room. Attach schedule to the envelopes for the next day.
- When validators return completed forms to you, file them in the slot of the appropriate SSR teacher; then check off the student’s name from the alphabetized master list, so we know they have completed the process.

End of the Day

- Return absent list to Binka Popov in the office, as these lists are confidential.
- Pack up and put files and snacks in library back room (on cart). Set up coffee for the next day.
- Organize things for the morning shift; check that envelopes are ready for next day. Post next day student schedules by conference room on the three conference room doors (there is tape in the plastic bags with the pens/pencils and paperclips).
- Pull tables and chairs away from the books.
- Check the conference rooms for sharp pencils, pens, fortune cookies, scrap paper, etc. Shut down computers.

Thank you and please call Debbie Shiozaki at 425-557-1484 or 206 837-7933if you need assistance.