**Elf Job Descriptions**

Please put on an apron and an elf name tag which can be found in the cubby, near the back entrance of the house. Nametags can be written on with a dry erase marker. Please return them at the end of your shift.

**Front Door Elf**:

* Please work with your Santa to best service visitors. Your Santa is your official authority. Santa sets the tone
* This job requires a large amount of standing. There is a stool you can sit on near the front door of the house, when traffic inside the house permits
* Keep Santa informed periodically about the length of the line so Santa can properly time visits
* Please use the counter to take attendance of how many individuals enter the Santa House and enter this on the calendar next to your shift at the end of your shift
* Must have service experience as this elf will be the first person that greets people at the door of the House
* Dress in layers. You’ll be in and out of the house
* Ensure that the Santa House has no more than 15 people inside at one time, or approximately three groups: One group visits with Santa. One group waits. One group explores, etc.
* Help other elves as needed and communicate any long lines or issues with other elves to share with Santa
* Please analyze the length of the line 45 minutes prior to closing and use the capacity sign to mark the end of the line (if necessary)
* If anyone would like to donate to support the House, please tell them to visit midlandfoundation.org

**Clean up Elf:**

* Please work with your Santa to best service visitors. Your Santa is your official authority.
* Check on bathrooms periodically to make sure there are clean. You are also keeper of the bathroom keys. The bathrooms automatically lock and have to be physically unlocked. Please don’t hand the keys out
* Advise Front Door Elf of any instructions from Santa that are given to you by Assistant Elf
* Vacuum if you are the last shift of the night
* If you have extra time and there is not a full House, you can help take photos at the sleigh barn
* Help other elves as needed
* If anyone would like to donate to support the House, please tell them to visit midlandfoundation.org

**Assistant Elf:**

* Please work with your Santa to best service visitors. Your Santa is your official authority.
* Take photos of the families and children with Santa. If you are uncomfortable taking photos, please switch places with another Elf
* Assist and communicate with Santa regarding his needs and any details of the line that would be helpful
* Ask families to sign guest book and take survey via QR code or take post card to fill out and leave in drop box at the front of the House
* If anyone would like to donate to support the House, please tell them to visit midlandfoundation.org