

## GENERAL INFO FOR ALL VOLUNTEER JOBS:

### (Scroll down for job titles and basic job descriptions)

- *You may be reassigned to a different job if needed, so please be flexible.*
- ***If the area you are assigned does not need you, please do not leave. We always need help somewhere! Stay at your assigned area and have the group leader radio Cristin, our volunteer manager, and she will reassign you.***
- *All Volunteers working during the fest must be 21 & UP. Do not bring children or pets with you. Note, there are some jobs assigned to youth groups before or after the festival.*
- *Unless you have purchased a ticket, all volunteers must sign out and leave festival after their shift. After signing out, you can go eat at Volunteer Food if you want.*
- *Volunteers need to work sober and may not consume alcohol or any other substance before or during their shift.*
- *We encourage groups who have them to wear your own organizations hats, shirts, buttons so folks know what organization you are representing.*
- *Since we make donations back to your organization, we do not give group volunteers an event shirt, but you can purchase them before the deadline on our website if you want one.*
- *Volunteers will park in designated Volunteer Parking (tell our parking crew you are a volunteer) and then report to Volunteer Check-In located in the white 2-story house to sign in.*

## BASIC JOB DESCRIPTIONS FOR BOB FEST:

### YOU WILL GET MORE SPECIFIC INSTRUCTIONS AT THE EVENT

**BBQ/Stew - Cook/ Serve/Sandwich Maker:** This is a standing position. Please wear a hat, otherwise you will be provided with a hairnet. Involves serving BBQ, stew, sides or prepping & making BBQ sandwiches. At the end of the event, (if any left) we do have small pint containers that we sell leftover BBQ and Stew to folks who want to take it home. Some volunteers make also be assigned to take Stew, BBQ or Sides to take to the Volunteer Food Tent. There will be a Captain assigned to your area that will give you specific instructions and ensure that proper food handling procedures are followed. Requires wearing food handling gloves. We provide latex free and powder free gloves.

**Beer Pourer:** This is a standing position. Volunteers will take correct number of drink tickets, check attendees' wristbands and pour beer to attendees. There will be Beer Managers and Beer Captains that will give you more specific instructions. Should you have an issue with an attendee being overserved, etc, please alert one of the Beer Managers. At the end of the festival, volunteers do general cleanup of the area.

**Bloody Mary Bar:** This is a standing position. Please wear a hat, otherwise you will be provided with a hairnet. Volunteers may do the following tasks: check attendee wristbands, take correct number of drink tickets from fest attendees, mix and serve bloody marys, or serve at the bloody mary condiment bar. No payments are taken at this booth, attendees use drink tickets only. There will be a Captain assigned to your area to give you specific instructions.

**Check Points: Exit or VIP Alley:** This is a seated position, with some standing. There are various checkpoints both for entry/exit into the fest and internal checkpoints inside the tent for our special VIP Alley Access only areas. Depending on which checkpoint you are working the tasks may vary but include directing attendees to enter through the proper Gate Area, checking wristbands for entry, ensuring no one is leaving the festival with alcohol, including full or partial growlers. The VIP Alley monitors make sure only those with the BLUE wristband use the VIP tunnels. Some of the VIP alley monitors are close to the band but we will provide some noise-reduction headsets for you to wear.

**Clean up – Saturday/ Sunday:** This is a standing, walking and potential lifting position. Help pick up any trash, help put away trash cans as well as other items, such as umbrellas, coolers, linens, take down signs, etc. There are area Captains to give you specific instructions.

**Command Center:** This is a seated position. Shifts can be pre/post or during the event on Saturday. Mostly office type tasks: making copies, laminating, organizing files, sorting wristbands, counting tickets, or etc. There will be an area Captain to give you specific instructions.

**Drink Tickets:** This is a standing, sometimes seated, position. *Drink Ticket Workers* will sell drink tickets to attendees which are used at various booths to get beverages at the event. There will be a list provided that tells you how many tickets are needed for a specific drink. This booth also sells empty new SVAE growlers. Requires handling both cash and credit card machines. There will be an area Captain to give you specific instructions. *The Booth Captain* after signing in, needs to report to the Command Security Room **before going to the tent** to pick up cash box and get instructions.

**Food Tent Oyster - Worker- Loader- Wait Station:** Please wear a hat, otherwise you will be provided a hairnet. This is a standing, walking, and potentially light-lifting position. You will be handling oysters. Duties may include any of the following: loading oysters from wheelbarrows onto serving tables, filling individual baskets with oysters for attendees to pick up, emptying & cleaning oyster buckets or trays, collecting & sorting table trash and oysters for recycling that comes back from party tent, replenishing supplies or oyster condiments. There will be an area Captain to give you an apron, hairnet and specific instructions.

**Gate Worker Main or VIP:** This is a sometimes seated or standing position. Entrances are split into two areas: Main Gate and VIP gate. The gate captain will assign you when you arrive. As a gate greeter, you will be checking IDs, taking tickets, putting on attendee wristbands, passing out stadium cups and potentially answering questions about the area (for our out-of-town guests) and the festival. There will be a Gate Captain that will give you specific instructions and can help you with any questions attendees may have.

**Golf Cart:** Either Limo or 4-Passenger, will be helping before and after the event to move stuff around. During the event, drivers will be taking attendees to and from the parking lots. Once you sign in at Volunteer Check-in, proceed to the radio room to get your radio and key issued. You will be outdoors; please dress accordingly.

**Laundry:** Wash linens in the storage barn, fold or hang them up. Count tablecloths and repack them into their labeled storage bin with the correct counts.

**Logistics – Before or After Event** **This is a standing, walking and lifting position.** Hang signs, pass out trash cans, setup/ knockdown tables/chairs, change out trash, empty oyster buckets – really anything that needs to be done in the moment to support all areas. There will be area Captains to give you specific instructions.

**Logistics – Saturday: Trash Helper-Empty Oyster Buckets:** **This is a standing, walking and lifting position.** Could work in Party or Food Tent and will assist with trash, oyster shells and other logistic tasks like moving tables/chairs – really anything that needs to be done. There will be Logistic Captains to give you specific instructions.

**Merchandise:** **This is a seated and standing position.** *Merchandise Booth Workers* will enthusiastically sell event merchandise such t-shirts, sweatshirts, oyster knives or gloves. Requires handling both cash and credit card machines. Booth also takes attendee registrations for the “My Name Is Bob Contest”. There will be a booth captain as well as a member of event staff to give you specific instruction and answer any questions you may have. The merchandise booths must remain open and available for attendee purchases until the end of the festival. Once event is over, workers will pack up any remaining inventory and at least one booth worker must stay at booth with inventory until our logistic team can come it up. *The Booth Captain* after signing in, needs to report to the Command Security Room **before going to the tent** to pick up cash box and get instructions.

**Oyster Cooking:** **This is a standing position and is located outside the tents, so dress for being outdoors. You will be handling oysters.** Jobs may include monitoring fires, loading oysters onto cookers, cooking oysters, delivering oysters to the food tent, dumping oyster shell buckets, assist at wait station/prep station inside as needed. May require heavy lifting. There is a Captain that will give you specific instructions.

**Parking:** **This is a standing and for some spots a walking position. This is an outdoor assignment, so please dress for the weather.** Parking is controlled and handled by several groups with some assistance in the morning from student from JROTC. When you get to the event, you will park in Volunteer parking and **then report directly to the parking tent to sign in (instead of coming all the way into our regular Volunteer Check-In in the white 2-story house).** You will be issued a safety vest and assigned a specific parking spot job. It is imperative you stay at your assigned spot for the entire length of your shift.

**Party Tent Server:** This is a standing and walking (a lot!) position. You will be handling oysters. You will report to the Sponsor Check-In Booth inside the Party Tent (larger tent furthest from volunteer check-in) and check-in with the Area Captain. They will give you instructions and assign you to a designated section of tables to deliver oysters. You will be provided an apron and disposable gloves for picking up trash off the tables. Duties will include serving both roasted and raw oysters to sponsor tables, bringing condiments to tables and removing table trash and taking it to the trash station in the food tent. You may not receive tips and you do not fetch drinks or other types of food for the sponsors.

**Refer Truck:** This is a standing, walking and lifting position. It is an outside position so dress for the weather and for being inside a refrigerated truck. Help check inventory, maintain, and deliver items coming off the refrigerator truck to various areas. Monitor temperature settings. May require heavy lifting.

**Sponsor Check-In/VIP Host:** This is a standing position. Greets sponsors with a smile. Handles deliver of pre-ordered wines/drink tix and gift bags. Checks on chalets and sponsor tables during the event and can get them ice. Someone always remains in the tent.

**Storage Barn:** This is a standing, walking and lifting position and may require you to be outside. Help check inventory, maintain, and deliver items coming out of the storage barn to various areas. Also, may wash oyster trays or buckets during the event. May require heavy lifting. You will be in the Storage Barn or walking to/from the barn to the tents outside so dress for the weather.

**Tablecloths:** This is a walking position. Prior to the event, put tablecloths, sponsor signage and gift buckets on festival sponsor tables. BOB Fest is a messy event, so after event, some tablecloths will be thrown away if they are deemed by our Expert Tablecloth Staff to be unsalvageable. Tablecloths deemed to be “washable” will need to be shaken out and sprayed before they are taken off the tables. They will then be gathered up and taken to the designated area in the storage barn.

**Vodka Specialty Drinks:** This is a standing position. Duties include taking drink tickets from fest attendees and serving vodka cocktails. Some workers will assist in mixing up cocktails in large jugs. No payments are taken at this booth, attendees use drink tickets only. There will be an area Captain to give you specific instructions.

**Volunteer Check in:** This is a seated, sometimes standing position. Assist volunteers with check in process. Finding clipboards, signing in/out, passing out vol wristbands/neck tags, handing out t-shirts for individual volunteers, and giving directions to Volunteer Holding. All volunteers must be escorted to their job, so sending them to Volunteer Holding is important.

**Volunteer Holding:** This is a walking position, though seats are available for down time. Workers at this booth need to review the tent map and be totally knowledgeable on where everything is located. After volunteers sign-in, they walk out to the event tents and enter thru the Volunteer Holding Tent (located on the side of the Food Tent). Workers at Vol Holding will give each volunteer a “position sticker label” with their job name on it. Then, volunteer holding workers will escort the volunteers to their job assignment area (a lot of them will not know where to go or they will be confused as to what their assigned job is). You will also ensure that they have checked-in and that they have a wristband and lanyard. If they do not have a wristband or lanyard, they must be sent back to check-in. Everyone on site, attendees and volunteers, must always have a wristband on.

**Wine Booth Worker:** This is a standing, sometimes seated position. Sell wine by the bottle or glass, ice buckets and all non-alcoholic drinks. Takes cash, credit cards, and drink tix. Captain is responsible for procuring the cash box in the morning and returning it at the end of the festival. Area Captain will be available to give more specific instructions.