**Refrigerator Truck - Manager or Runner**

**General Info:**

* Please arrive on site 20-30 minutes **before your shift start time** to get parked and checked in. Let the VFW know you are a volunteer and they will guide you where to park. There are golf carts running from parking to the gates to ride.
* Report to the Volunteer Check In located INSIDE the new HQ/Command Center, white 2-story house across from Manor House.
* Find your group’s clipboard and **SIGN IN**. Then cross the street & enter the **VOLUNTEER ENTRY GATE**, located to the left of the Manor House. This is also where **VOLUNTEER HOLDING** is located. Some of you will need to wait until your entire group arrives before reporting to your work-station. There will be volunteers to advise you if you need to wait, answer questions or help you find your location.
* This event is held outside, so dress for the weather. Dressing in layers, with comfortable footwear is suggested.
* Groups will receive a donation from this event, and therefore do not receive tickets or shirts. Shirts will be available for purchase on the volunteer tab on the website for $15 (deadline is Sept. 14). Individuals will receive volunteer shirts.
* Group volunteers **may not stay at the event after their shift.** If you would like to attend the event after your shift, you will need to purchase an event ticket. Contact Meredith if you are interested. Individuals that are volunteering for a ticket/gift card you may get these at the Volunteer Check In at the end of your shift. Both may not consume alcohol before/during your shift.
* At the end of your shift, please go **SIGN OUT** back at the Volunteer Check In. **You MUST SIGN OUT or your group will not get credit for your time.**
* We feed volunteers that work the day of the event at the Volunteer Food Tent, behind Command Center. There will be a variety of snacks, lunch meat, rolls, etc. For bacon fest, there is also bacon and the fixings to make a BLT wrap!
* Please review the website ([**www.smithfieldvabaconfest.com**](http://www.smithfieldvabaconfest.com)) **event details, site map and job descriptions** (on volunteer tab) prior to coming to work at the fest and have a general understanding of the rules & where everything is located.

**Assignment Info – Runners**

* After signing in you will report to the Refrigerator Truck. This truck has the white wines and all the food items needed for all of our food areas. It also the “dry goods” needed for the event like plates, napkins, etc.
* In effort to try and control our inventory better, the Truck Manager knows what and where everything is on the truck and has control of the inventory.
* This will cut down on who is in the truck and the opening of items. We over-buy and can return most of the unused items, so we need to make sure we are using open items up.
* When any area needs something that is ON THE TRUCK, the RUNNERS WILL GET IT AND TAKE IT TO THE PLACE IT NEEDS TO GO. This keeps workers from having to leave their area to come get something.
* When the event is over all items need to be inventoried, as we want to know how much we went thru. Sometimes we do that at the end of the event and other times the Truck Manager comes back on Sunday to inventory.
* Some things are not returnable and we can send give away to volunteers to take home. ONLY the TRUCK MANAGER can authorize give-a-ways. Most often, that doesn’t happen until Sunday.
* It is cold in the truck, so please bring a sweatshirt and gloves. Please dress for both inside and outside work. Wear comfortable shoes.

**Assignments – Truck Manager:**

* Truck Manager will need to set up a time to come inventory the items on the truck on Wed/Thur before the event. Check with Fest Director to set up time.
* It is likely that the Truck Manager will also need to come on Sunday afternoon after the event to finish up and finalize inventory.