**Volunteer Food Booth**

**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:**

* The Volunteer Food Tent is located on the back side of the Command Center. This job will ensure that we have food/drinks prepared for our Volunteer Workers throughout the day.
* Only volunteers that are working THAT DAY get to eat in the Volunteer Food Tent. If someone volunteered on Wed, but is attending the event as a fest go-er, they do not get to eat at the Volunteer Food Tent on the day of the event. Volunteer family members that are not volunteers themselves are also not allowed to eat in the tent.
* Volunteers should eat at the end of their shift, however we have several volunteers who work the entire day and may eat anytime.
* We will purchase the food, but the Volunteer Food Tent will put it out, keep area clean and refill when needed.
* In the morning, we will have muffins/fruit/donuts, in the afternoon we have sandwiches, chips, fruit.  For Bacon Fests, we also provided bacon and the “fixing” from the bacon condiment tent, so volunteers can eat some bacon also!
* At the end of the day, workers will clean up all food areas and store any left overs in fridge in Command Center for workers on Sunday/Monday.
* When cooking or serving food, we have to comply with Health Dept. rules, so there will be additional instructions at the site, but you do need to wear shoes that cover your toes, no flip-flops or sandals. Long hair must be pulled back and you also must wear a hat, or hairnet. Beards & mustaches must wear a beard net and food-handling gloves must be worn at all time. A baseball cap or visor works well if you want to wear your own. We supply hairnets, food gloves and beard nets. You can bring your own hat/visor if you prefer.