**Bacon Bar - Condiments**

**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:**

* 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. There are also some time limits that some of the food can be out, so you will need to pay attention to the open times logged on a food item.
* Main focus will be to serve and keep stocked the items for the bacon condiment bar. We have a divider sneeze guard that will separate your serving dish from the public. Items like diced tomatoes, lettuce or nacho cheese will be actually served by our volunteers.
* Other items, like dips/sauces and shake spices are fine for folks to serve themselves, but you will need to make sure items stay stocked and clean.
* We will have identical serving lines down both sides of the tent, which is why there is a SIDE A and a SIDE B.
* Folks only get ONE trip thru the bar, and will have a ticket to get in. Another volunteer group will be taking tickets and controlling the entrance.
* Once event is over, ALL left overs must be inventoried before anyone takes anything home with them. We want to know how much we used for ordering for future events. There will be an SVAE supervisor that will handle inventory decisions. Many items can be returned to the food company for a refund.
* Location must be secured and all items of value must be locked in refrigerator truck or taken back to the Storage Barn.