

Jazz Café & Bake Sale

DO NOT LEAVE YOUR POST UNTIL YOUR REPLACEMENT ARRIVES!

1. Check in at the Information Table located outside the library/IMC. Get your name tag and then report to the Jazz Café Leader for your specific assignment.
2. Jazz Café volunteers maybe be asked to do any of the following:
 - a. Set out/restock food and drink
 - b. Food preparation in the kitchen
 - c. Bring food out from the kitchen to the serving line
 - d. Serve customers in the food lines
 - e. Wipe down tables
 - f. Monitor the cash boxes (cashiers are provided with a unique sign up slot)
3. Volunteers handling food will need to wear gloves (provided).
4. The judges and clinicians will be provided with a special menu and will be served in the Judges' Lounge. The volunteer needs for the Judges' Lounge are staffed separately.
5. Each GBS student volunteer will receive one free baked good from the Bake Sale and adult volunteers (including you) will receive a coupon for one free beverage. Cashiers will collect the coupons and put them in the cash box.
6. **NEVER LEAVE YOUR CASH BOX UNATTENDED.** The GBSIL Treasurer will check periodically and collect money. If you have any problems or are in need of money, contact the Treasurer or the Information Table for assistance.
7. If any problem develops that you cannot handle, contact the Jazz Café or Bake Sale leader or the Information Table for assistance. We also have the services of a GBS security staff person in the building for Jazz Fest. Please write a brief description of the problem on the incident form at your station. Note your name and time of the incident. This is extremely important for Mr. Wojcik should an incident occur.
8. If you are working the last shift, please remain at your post until you have been released by the Jazz Café leaders. Cashiers will need to bring the cash box and all materials at your post back to the Jazz Fest Headquarters in the library/IMC. Give the cash box to either the Treasurer or the Jaz Fest Chair. **It is critical that the cash box is never left unattended.**
9. After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your name tag.

Thanks very much for your help at Jazz Fest!