

Jazz Café & Bake Sale Serving Team

Volunteers prepare, serve and clean up for the Jazz Café and Bake Sale in the West Cafeteria, one of the main revenue generators for Jazz Fest.

Getting ready, Arrival & Preparation

- So attendees will know you're part of the Jazz Fest team, please wear a band polo or, upon arrival at GBS, be prepared to change into a Jazz Fest t-shirt that all volunteers receive.
- Check in at the Information Table located outside the Library/IMC to pick up your name tag, then proceed to your assigned station

Shift Responsibilities

Volunteers may be asked to do various tasks, including:

- Set up and restock food and drink from self-service counters
- Prepare food in the kitchen
- Bring food from the kitchen to the serving line
- Serve customers in the food lines
- Wipe down tables and clean up spills

The Jazz Café team leads will assign coverage as needed.

When handling food, volunteers must wear gloves (provided).

Each GBS student volunteer receives a free baked good. Please ask them to give their coupon to the Cashier, who'll collect and deposit them in the cash box.

If any problem develops that you cannot handle, contact a Jazz Café team lead or the Information Table. GBS security staff will be on hand throughout the day. Incident forms will be at your location. Please write a description of the problem, noting the time and names of those involved. This will become extremely important for Mrs. Wojcik and Boron in the aftermath.

Post-Shift

- When your shift is completed, please take a few minutes to pass along updates to your replacement. Discuss any adjustments or special situations that may've been made throughout the day.
- After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your lanyard & name tag.

Thanks very much for your help at Jazz Fest!