

WSCR CA Charity Stampede Breakfast Role Descriptions
Saturday July 7, 2018

Early Shift 7:00 a.m. – 8:45 a.m.

SET UP CREW

- Team 1: **Secure Lot**
 - Place glo-posts around perimeter
 - Place glo-posts to create food line aisles
 - Place posts to secure spot for fire engine
 - Identify exits to be left open
 - Place sign to close Starbucks drive-thru
 - String pennants through glo posts

- Team 2: **Tent set-up**
 - Set up the following tents in order of priority:
 - Band tent(s)
 - Ticket sellers tents + banners
 - Merchants' tent + banners
 - WSCRCA tent + banners

Early Shift 7:15 a.m. – 8:45 a.m.

- Team 3: **Tables & Chairs**
 - Set up tables according to plot plan
 - Place trash bins according to plot plan
 - Set 8 chairs around tables

- Team 5: **Tablecloths**
 - Secure tablecloth on each table with two-sided tape

- Team 6: **Signage**
 - Affix banners and signs per signage plan

Shift 8:45 a.m. – noon

TICKET TAKERS

- Act as gatekeeper at entrance to food serving stations.
- Hand one plate to guest in exchange for each ticket; place ticket in container.
- If people don't have a ticket, collect \$5 from the person.

DINING AREA – GRIDDLES

- Dispensing batter onto griddles;
- Adding blueberries to pancakes; cooking pancakes and transferring to serving dish.

DINING AREA – FOOD SERVICE

- Serve food portions (pancakes, sausages, hash browns, scrambled eggs) onto guest's plate. Other duties as assigned by Fergus & Bix food captain.

DINING AREA - CONDIMENTS

- Dispense cutlery package, syrup, butter and ketchup to guests
- Keep area tidy and supplies replenished.

DINING AREA – TABLE BUSSING

- Keep tables cleared and wiped
- Place any plates, glasses etc. left on table in trash bins once guests have left
- Re-arrange chairs around tables as needed.
- Help guests with carrying food to the tables as necessary.

JUMPY CASTLE - SUPERVISORS

- Monitor the number of children in the Jumpy castle at any given time and ensure they are playing safely.
- Separate the line into different age groups (smaller tent for younger children).
Maximum number of users at one time for each age group:
Age.....Max. users
Under 4 8
5 to 8 6-8
9 – 12 4-6
- No teens or adults are allowed in the jumpy castle.
- Ensure that all users remove shoes and unnecessary worn objects before playing on/with the unit. Eyeglasses and other worn objects may collide with other users or objects and cause damage or injury.
- Absolutely no food or drink or foreign articles are allowed in/on the unit. Ensure that no food, drink, candy, silly string, water or debris of any kind is permitted inside the jumpy castle.
- Based on the line-ups, establish a time limit to empty the castle and allow new participants to enjoy.
- If high winds arise, unplug the unit immediately.
- In case of emergency, call the office at 403-254-9668.

Late Shift Noon to 1:00 p.m.

TEAR DOWN & CLEAN-UP

- Remove and discard tablecloths from tables (remove any residual tape on tables).
- Fold up tables and chairs and stack near Fergus & Bix for pick-up
- Disassemble posts and place posts and bases near Fergus & Bix for pick-up.
- Bundle rope/ flags & signs for re-use next year.
- Remove and tie-up bags from trash bins.
- Place empty bins near Fergus & Bix for pick-up.