



TEAM FOXJET SWIMMING

Hospitality Volunteer Instructions / Responsibilities

Multi-Session Meets – Hospitality

Upon arrival for your shift, please check in with a Volunteer Coordinator/Meet Director to ensure you are credited for your volunteer hours. Pick up a name tag lanyard. Report to the Hospitality Room (located in the Aquatics Meeting Room). Refer to the Hospitality Binder for additional details.

Responsibilities

Breakfast

- Breakfast foods and coffee should be prepared and set up before the first volunteers arrive.
- Ensure foods are kept fresh and warm (or cold – on ice).

Lunch

- Lunch food will be delivered in time for people to eat between sessions.
- Prepare non-delivered lunch food (e.g. mix salads, set out water/soda).
- Ensure paper/plastic products are set up for easy access as people line up to serve themselves.
- Replenish food and paper/plastic products as necessary.

Snacks

- Prepare a variety of small snacks (e.g. carrots, grapes, crackers, pretzels, trail mix, cut cheese sticks, etc.) in Dixie cups for the timers, coaches, officials, and pool deck volunteers.
- Have snacks prepared and available on the table in the back hall for all volunteers.
- At various times during the meet, take a tray of snacks and water to the pool deck. Walk to each timer, coach, official, and volunteer to offer a snack.
 - Check the program for optimal times to deliver snacks to timers (i.e. during longer races).

Between meals and at the end of shifts

- Put all perishable foods in refrigerator.
- Ensure all work surfaces and preparatory bowls/utensils are clean and ready for the next shift.
- Keep cooler stocked with ice for bottled water and soda.
- Document questions, concerns, and inventory in the Hospitality folder/binder. Notify a Meet Director if any supplies are running particularly low.

Reminders

- You must wear your blue Foxjet Volunteer shirt during your shift.
- Cell phone use is prohibited on deck.
- Snacks are provided to all volunteers.
- Meals are provided to coaches, officials, and volunteers who are working both morning and afternoon shifts on the same day.
- Swimmers and other children are NOT allowed in the Hospitality area. Food is for coaches, officials, and volunteers ONLY! If you need to feed your kids, consider bringing them a snack from home or visiting the EPCC concession stand.

Please note that you are responsible to stay for the entire session unless relieved by a replacement Hospitality volunteer or a Meet Director. Spectators with questions, comments, or concerns should be referred to the Meet Ambassador, located at the circular desk. Communicate any necessary information regarding your shift with a Meet Director.