



TEAM FOXJET SWIMMING

Hospitality Volunteer Instructions / Responsibilities

Winter Classic

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 on the lower level, down the back hall, in the northeast corner of the pool).

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 and Dinner

- Lunch and dinner food will be delivered in time for people to eat between sessions.
- Prepare non-delivered lunch food (i.e. mix salads, set out condiments, etc.).
- 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 large beverage coolers with ice water and lemonade. Replenish as necessary.
- Prepare a variety of small snacks (e.g. carrots, crackers, pretzels, trail mix, cut cheese sticks, etc.) and water in Dixie cups for the timers, coaches, officials, and pool deck 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 deck volunteer to offer a snack.

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.
- Replenish large beverage coolers with ice water and lemonade.
- Document questions, concerns, and inventory in the Hospitality binder. Notify a Meet Director if any supplies are running particularly low.

Reminders

- Snacks and meals are provided to all volunteers.
- 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 concession stand located in the lobby.
- Wear your blue Foxjet Volunteer shirt during your shift.
- Cell phone use is prohibited on deck.

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. Communicate any necessary information regarding your shift with a Meet Director.