01/10/2015

Hospitality Duties (Including set up, serving and clean up)

Set up (the day before the meet):

1. Obtain keys from Jean or Tom for wet room cabinets.
2. Set up tables and chairs in rows parallel with counters in room; 2 rows. Put tablecloths on tables. Place baskets of napkins and utensils on tables.
3. Fill long large cooler with ice and bottles of water.
4. Fill blue cooler jugs full with ice (for overnight) or ice and water if serving same day. Ice is located in the Lifeguard's office.
5. Place blue cooler jugs on skinny black tables on pool deck behind timers along with cups.
6. Coordinate food prep with Tom or Jean. Frozen breakfast food may need to be heated at home prior to coming to meet in the morning sessions.

Meet day:

1. Arrive early to help set up. Put food out on counters or table for coaches and officials. This must be done during warm up so Coaches and Officials have time to eat quickly before meet start.
2. Fill Keurig with tap water throughout the meet and ensure adequate supply of k-cups.
3. Maintain hospitality area.
4. Take delivery of food for coaches and officials. Check for accuracy. This may include picking up order as well.
5. Maintain sanitary conditions.
6. Periodically take drinks to coaches, officials, and computer operators (meet manager room/s).
7. Serve one snack per session to EVERYONE (this includes parent volunteers, coaches, officials).

Clean up

1. Wash whatever dishes were used with soap and hot water in the sink.
2. Put away any unused napkins/utensils. Put away k-cups, and other non-perishables.
3. Wipe down and remove tablecloths and put back in cabinets.
4. Lock up cabinets. Return the keys

Any Questions?

See your Meet Director or the Hospitality Chair, Coach Tom Applegate