

Volunteer Job Descriptions

Volunteer Job Descriptions (May include, but not limited to):

Set up/breakdown (May include, but not limited to):

- Assembly of the events space. Setting-up/breaking down barriers, roadblocks, tents, tables, chairs, bar, tickets tables and any other event features.
- Putting out garbage bins and bags and taking full bags/recycling to the correct disposal area.
- Helping set up signage around the event barrier, clarifying liquor consumption area, and labeling recycling/garbage bins.
- Hanging or taking down artwork in the gallery, or outdoors.
- This role requires you to be able to lift 40 pounds without putting yourself at risk of injury.
- Listen to feedback offered by patrons and provide feedback to event supervisors.

Alcohol Sales (May include, but not limited to):

- Complete BC's Serving It Right certification or Special Events Server certification. FDAC will reimburse you for the SES course when presented with a receipt. Ensure all customers are of legal age (19+ years) to consume alcohol. BC Liquor Law requires that anyone that looks <25 years of age must present 2 pieces of government-issued ID to prove age of majority.
- If a customer is in possession of a drinks ticket but you are unsure whether they are over 19, please double check their IDs. If you suspect someone is intoxicated, do not serve them. Servers have the right to refuse service to anyone. If you wish for support in denying service, please ask an event supervisor.
- Double counting the float at the start and end of every shift and returning to event supervisors.
- Ticket/Drink sellers should notify an event supervisor if they think their cash box exceeds one thousand dollars, or if they are uncomfortable about the amount of cash they have. Event supervisors will check in regularly and store cash safely. Never leave your cash box and/or alcohol unattended and/or within reach of patrons. We will not refund any unused drink tickets.
- Set-up the bar area, bring drink stock out from storage, put drinks into separate ice bins and organize any other items for quick sales.
- Selling tickets/drinks, calculating correct change, answering any other enquiries from visitors, or directing them to someone who can help them/answer their questions.
- The ticket/drink sales desk may also be the Lost Persons meeting point and First Aid point. Understanding and following the correct procedures is essential. You will receive training before your first shift if necessary, however, if you are unclear or have any questions please speak to Staff.
- Display Liquor Control signage clearly, using table and cable ties.
- If there is a slow in customers, clean up the bar area, change garbage, organize stock,

retrieve more stock/ice from inside the Arts Station.

- At the end of the sales period, assist with breakdown, return bar knives, pack up signage, hang tablecloths to dry, return unsold stock to the Arts Station, collapse tables and tent, organize tools for the following week.
- This role requires you to be able to lift 40 pounds without putting yourself at risk of injury.
- Listen to feedback offered by patrons and provide feedback to event supervisors.

Gate steward (May include, but not limited to):

- Steward the event boundaries, keep liquor within the event space and answer queries. This position does not require having to stand for extended periods of time and is accessible to many different people.
- Listen to feedback offered by patrons and provide feedback to event supervisors.

Survey taking (May include, but not limited to):

- Complete surveys with event patrons and speak to them openly about their experiences.
- Listen to feedback offered by patrons and provide feedback to event supervisors.