



### **Bar Staff**

**Tasks** – Stocking all tables of mix, keeping tables clean of spillage. Support of the servers if anyone needs to be “cut off”, ensure the liquor policy is abided by.

**Description** – Bar staff is a little different then the servers since they will be there to support the servers in what they need. Bar staff will ensure that all levels of alcohol levels are kept to an adequate level. They will perform any inventory counts at the end of the shift and ensure all open alcohol is disposed of. All Bar staff must have a smart serve certificate.

### **Bar Servers**

**Tasks** – Serving all alcohol to patrons

**Description** – Servers will adhere to the Fergus Truck Show Alcohol Policy (only 2 drinks, 1 after 11pm etc). Servers will contact Bar staff if they feel that a patron should be refused anymore alcohol. Servers must be very aware of the patrons they are serving for drinks behind the backs or the chance an minor has ventured into the licensed area.

### **Camping Registration**

**Tasks** – Ensuring that campers are aware of all policies and agreements.

**Description** – Ensure all campers are aware of the agreement they have signed such as no campfires, loud music or generators after 11pm, no alcohol off their site. Register the campers for their sites and have Escorts escort them to their sites.

### **Escorts**

**Task** – To escort Trade show vendors, show and shine registrants and campers to their proper sites.

**Description** – Responsible for escorting our guests in a safe and responsible manner. Obtain proper site numbers for source of registration and become aware of all site numbers of the grounds for which ever escort area you are assigned.

### **Front Parking and Staging**

**Tasks** – To ensure that front parking area keeps flow of traffic for Show and Shine contestants and that there is a clear path for any emergency vehicles.

**Description** – Direct traffic so no traffic is blocking road ways. Stage the Show and Shine contestants to ensure entrance in a controlled manner. Direct any patrons, vendors, campers and volunteers that want to park their cars to the proper parking area. When parking lot opens up to Patrons collect any money paid for parking.

### **Garbage Clean up**

**Tasks** – To ensure grounds are kept clear of litter.

**Description** – Responsible for protecting yourselves from disease and germs by wearing plastic gloves. Some garbage handlers will be walking the grounds, removing the garbage bags tying them and replacing the bag in the can. Other garbage handlers will be mobile collectors touring around the grounds picking up the garbage bags with a trailer. Mobile collectors must avoid driving over electric cables and drive in a responsible manner.

### **Grounds - Set Up & Tear Down**

**Tasks** – Many tasks must be completed before and after the Truck Show set up starts the week before and tear down continues the week after the show.

**Description** – Many tasks must be completed prior to the start of the show and cleaned up after. Lines must be painted for the Campers, Trade Show and Show and Shine. Garbage cans need to be dispersed around the grounds; Signage for directions to the show, Snow fence must be put up we have lots of duties to be completed. After the shows end the same duties are performed in reverse. These tasks are extremely important and require some strenuous labour.

### **Laundry**

**Tasks** – Wash, Dry and fold Volunteer shirts

**Description** – It is mandatory that all our volunteers wear the proper Volunteer shirt for their shift and each shirt must be returned at the end of the shift. Our laundry washers ensure that all our Volunteers are provided with a clean shirt at the beginning of their shift.

### **Merchandise**

**Tasks** – To sell our merchandise, t-shirts, hats etc.

**Description** – Our merchandise handlers will be responsible for selling all Fergus Truck Show merchandise. Working with cash and POS terminals will be a must, multi tasking is a definite asset.

### **Parking**

**Tasks** – Direct Truck Show patrons, vendors and volunteers of available parking areas.

**Description** – Parkers for the High School must ensure that they enforce the “No smoking” policy of the High School and all other High School parking lot rules. All parkers must monitor that people are parking in a responsible manner and that they pay for the day or weekend pass to park.

### **Security**

**Tasks** – To ensure that all Truck Show Patrons enjoy their visit to the Truck Show.

**Description** - Our security team is responsible to ensure all Truck Show patrons are enjoying themselves in a safe manner. Be sure to check that all alcohol is consumed in a licensed area only; ensure proper wrist bands are being worn. Monitor the gates and fencing to be sure there are no fence jumpers.

### **Show & Shine Parking**

**Tasks** – Parking all the Show and Shine contestants.

**Description** – Parkers will be assigned a partner for their designated area. Parkers are never to jump up on any trucks. “Guy on the Horn” will communicate with the trucker to find out desired area and will communicate that with the cart person to determine if that spot is available for the truck size. Parkers will direct the truck of the parking lines, parkers must always stay in the driver’s side mirror (if you can’t see the mirror, they can’t see you). Always inform the drivers of the policies on alcohol, keys in ignition etc.

### **Show & Shine Registration**

**Tasks** – To register and confirm Show and Shine Contestants

**Description** – Pre-registered contestants will be available on the computer, verify registration for un-registered contestants register them for the class, year, make, model, mileage, driver name. Complete signage for the truck, accept any monies owing from registration, give a grab bag and offer for purchase any additional tickets they request (gate, parking, etc).

### **Tag & Park**

**Task** – Charge unpaid Show and Shine contestants and to verify registration for prepaid registrants.

**Description** – POS terminal is a must in this position, after verifying paid or not paid and accepting the money from drivers give drivers the appropriate colour tag so truck can be parked.

### **Track Assistance**

**Task** – Maintain the pull track.

**Description** – Assisting in all areas of the Pull truck, Track Maintenance, Scale operators, Registration Personnel and the pull back. People in this area will have to tow vehicles as directing by staging personnel to scales, assist and any removal of vehicles, assist with tarps when needed. Weigh in vehicles and record, record name, address and class for each puller, make window cards and provide announcer with pull orders.

### **Volunteer Sign In**

**Task** – Working in the Volunteers attending their shift

**Description** – Assist volunteers in Signing in and Out and hand out appropriate volunteer shirt. Provide assistance to any volunteer unsure of their post and position. Hand out any material the volunteer may need such as programs, gloves or garbage bags etc.

**Water Delivery**

**Task** – To provide Water to our hard working Volunteers.

**Description** - Drivers must have a copy of a valid license upon arrival for the shift. Co-pilots will be high school students to provide assistance for the drivers. Drivers must be careful of patrons as well as electrical wires. Water people must listen on the radio for requests of water.