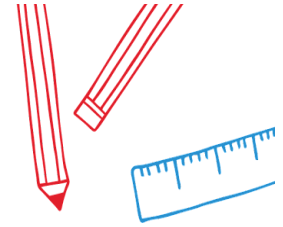




Richmond Regional Heritage Fair



FOOD HELPER (1- 2 Positions)

SHIFT

Friday, May 10

8:00am – 3:45 pm

JOB SUMMARY

Assist with providing refreshments and serving lunch to students, adult chaperones, judges, workshop facilitators, and volunteers.

KEY DUTIES & RESPONSIBILITIES

- Make sure that coffee, hot water, coffee supplies, other beverages and goodies are always fully stocked in the BOARDROOM.
- Tidy BOARDROOM throughout the day: throw out garbage, refill hot water, wipe up spills and crumbs, etc.
- Pick up lunchbags with staff (if required)
- Set out lunch in the BOARDROOM for volunteers and judges. Please check in with the coordinator to find out where the food is being stored.
- Distribute lunches to students and chaperones. (if required)
 - Ask for food allergies before asking students to choose a lunchbag.
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 - Direct students to line up along hallway towards washrooms

EXPECTATIONS

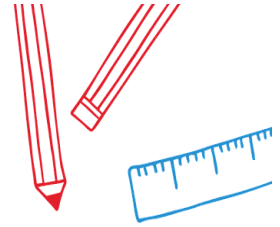
- Attend the **Virtual Volunteer Orientation** online at 6:00 pm on Tuesday, April 23rd.
- Sign up on the City of Richmond's volunteer system at icanhelp.richmond.ca and log your hours.

FAQs

- The Richmond Cultural Centre does not open until 9:00 am. Someone will be stationed near the front entrance to let volunteers in before the building opens.
- When you arrive, please go to the Volunteer Registration Table to sign in with the Volunteer Coordinator and put on your volunteer name badge. Check the schedule to see where you are stationed and the Volunteer Leader or Activities Leader will give you further instructions.
- Lunch will be provided and refreshments will be provided throughout the day.



Richmond Regional Heritage Fair



- When your shift is over, please check in with the Volunteer Coordinator then go to the INFORMATION BOOTH in the ROTUNDA (LOBBY) to sign out, return your name badge and fill in a feedback form.