

# The Richmond Jewish Food Festival

Dear Food Festival Volunteers,

This year's Food Festival is on-line ordering only with pickup at the JCC, no cash. The logistics are totally different and we need your help. There are no sit down positions. Below is a list of volunteer tasks and times that we need volunteers and what their responsibility will be. Please note that many volunteers will be needed for outside tasks. Outside volunteer time slots are 2 hours each beginning at 11:00 a.m. and inside volunteer time slots are 3 hours each beginning at 10:30 a.m. All volunteers must arrive 15 minutes before their shift in order to get instructions and be able to ask questions. Please sign up for more than one shift. We need over 150 volunteers just for the one day event.

You may sign up by emailing [Volunteers@RichmondJewishFoodFestival.com](mailto:Volunteers@RichmondJewishFoodFestival.com) :

1. Your name
2. What you are volunteering for
3. The time slot(s) you are requesting (you may request more than one and are encouraged to do so)
4. Your phone number

You will receive a return email confirming your time slots within 24 hours. If you do not, please contact the shul office, 288-7953.

**We need 150 plus volunteers to make this happen. Please sign up as soon as possible.**

## Outside Volunteers:

Shifts are 11:00 – 1:00, 1:00 - 3:00, 3:00 - 5:00 and 5:00 – 7:00.

### Traffic Cops

Traffic Cop 1: Will stand by the playground and will direct cars to the JCC patron parking area, the food festival on line ordering parking area or to the food festival pickup parking area.

Traffic Cop 2: Will stand in the back of the parking lot and will direct food festival patrons to the food festival pickup parking area.

### Preorder Helper

4 are needed for each shift. The patron preorder helper will do the following:

1. Assist the patron in placing their order on line
2. Directing the patron to the pickup parking area

### Patron Pickup Helper

10 are needed for each shift. The patron pickup helper will do the following:

1. Direct patrons to a numbered parking slot
2. Will request the order number and name from the patron
3. Will let the food delivery volunteers know that the patron is in the parking lot and which numbered space the patron is in for delivery of their order (this will be automated through a web app)

# Inside and Food Delivery Volunteers:

Shifts are 10:30 – 1:30, 1:30 – 4:30, 4:30 -7:30.

## Food Prep Volunteers

7 are needed for each shift, will be stationed in or near the kitchen and will do the following:

The pre-prepared food will be in pans and not yet portioned out to serving containers.

1. Place food in serving container
2. Label container
3. Deliver containers to specific table for that food
4. Make sure there is always enough containers on the tables ready to be picked

## Order Picker Volunteers

7 are needed for each shift, will be on the auditorium floor and will do the following:

1. Receive printed order
2. Bag order (each food item will be sitting on its own table for the picker to pick from. The tables will be in the same order as the order pick list)
3. Deliver the bagged order to the quality control volunteers

## Quality Control Volunteers

7 are needed for each shift, will be stationed on the stage and will do the following:

1. Receive packaged order from order pickers
2. Validate that the order was packaged properly
3. Fix any discrepancies
4. Place the checked order on the shelves for the Food Delivery volunteers to deliver.

## Food Delivery Volunteers

7 are needed for each shift and will do the following:

1. Take a patrons order off the waiting to be picked up shelf (On stage in auditorium)
2. Deliver the order to the patron in the designated numbered parking space (exit though the stage back door exit)
3. Validate the patron's name
4. Give the order to the patron
5. Direct the patron to leave the lot in the appropriate direction

We will maintain an overflow volunteer section. Besides the great food and entertainment that the food festival offers to our patrons, one of the important impressions from our patrons has been speed at which we have serving the food. Even though our lines have been long, the time that it takes to get through the line has been very fast. We don't want to taint this impression and we must be prepared to maintain our high standards of service. Please contact the shul office if you have any questions.