

General Expectations for Jazz Cabaret Student Volunteers

1. Please attend and be on time for all student volunteer meetings, they always happen during lunchtime and we have a lot to go over!
2. If you are unable to stay for the full length of the chosen shift (3:00 pm-5:45 pm or 5:45 pm to 10:15 pm) please write the time that you have to leave next to your name on the job's sign up sheet.
3. Any questions on volunteering? Direct your questions to your volunteering coordinator (Kelsea Hopkins before and Polly Dobie during) or the adult or student point person in charge of your area during the event.

Volunteering Job Descriptions

Coat Check Setup: setting up coat check area, taking inventory

Guest Seating Setup: moving tables and chairs into the cafeteria, set up the seating according to the setup chart

Decoration Team: working closely with the Decorations Point Person to transform the school cafeteria into a money-making jazz club.

Front-of-House Setup: setting up the front-of-house table, taking inventory

Food Prep: preparing the food for service later on (FoodSafe, a Foods 9, 10, 11 or 12, or experience with food is preferred but not necessary.)

Roadies: moving amps and other rhythm section equipment from band room to cafeteria, helping with stage setup.

Silent Auction & Bussers Setup: a two-in-one job; set up and inventory of silent auction area and set up and inventory of the bussers station in the staff kitchen.

Sound & Lights Setup: set up of stage lights and sound system - see Ms. Riegert.

Bussers: clearing tables, putting food scraps into the appropriate bin (compost), washing/drying dishes, cups, etc. in the Staff Kitchen. Once the dishes are clean-put into stacks (it is not food safe for us to be reusing these w/o proper cleaning)

Coat Check: organizing and keeping track of all the bags using a ticket stub system, taking donations, playing soft music for the outside of the venue, ensuring that the room is always tidy - making it easy to find checked items

Front-of-House: processing ticket payments, verifying ticket claims, verifying tickets at the door, handing out complimentary food or beverage ticket to eat guest

Food Servers/Beverage Servers: handing out plates charging for correct amount & colour of tickets based on a price sheet, serving the food (with tongs or gloves if necessary)

Food & Beverage Cashier: processing food & beverage ticket payments

Silent Auction: answering questions about items & bidding, standing at the tables to make sure all bidding procedures are being followed & all items are safe

Stage Hands: always near the stage ready to help with set transitions, have set plans on hand

50/50: walking around, selling raffle tickets for 50/50 draw, ripping tickets 10-15 minutes before the draw to have a draw pile, delivering draw pile to Maya for the alumnus draw

All jobs: Teardown starts at 9:00 PM*

Using the inventory chart on the back of your group roster, return all items to their place as indicated by your point person.

When finished with your area, put your group roster sheet on the desk of the Music Council office!

(Once your group finishes, do a quick sweep of the cafeteria and help out with the other groups until the cafeteria is completely spotless!) #teamwork #makesthedream #work

***any volunteer who has indicated that they cannot fully stay until 10:00 PM is exempt from this duty**

Dress Code Expectations

This is a formal, money-making event!

- All volunteers **must** wear formal concert blacks (reminder: no black mom jeans, no running shoes, no black Vans or black Converse shoes, no midriff & shirts are tucked in neatly if tucked in, black hair accessories only, etc.)*
- Servers, please keep your hair off your face at all times whilst handling food.

*Exempt from this requirement are stagehands, a black t-shirt with jeans will do fine to facilitate heavy lifting during the setup and transitions

Whom to direct your questions towards

Pre-Jazz Cabaret Volunteering Enquiries: Kelsea Hopkins (kelsehopkins@gmail.com)

Food-related questions: Henry Hoffman (henryhoffman2002@gmail.com)

During-Jazz Cabaret Volunteering Enquiries: find Polly Dobie (Volunteer Coordinator), Patrick Hong or Celine Guieb