

HOSPITALITY WORKER INSTRUCTIONS - 1

Thank you for volunteering to staff the suite. Food Safety is Extremely Important. Please follow the instructions below.

Action

Wash hands with soap and warm water for at least 20 seconds (sing Happy Birthday twice) when arriving and every time food is touched.

Do not touch food with hands – use clean utensils or plastic gloves. Leave serving utensils when setting out.

Toss perishables (e.g. eggs, salsa, meat) after 2 hours and restock in fresh containers

Wash any utensils or serving ware used (No one likes to do dishes, please make it easy on next volunteers)

Line serving bowls and plates with plastic wrap and toss plastic wrap when serving ware empty.

Please return things to where you found them in the prep room to help future volunteers find them. Avoid multiple opened packages.

Toss remainder of food rather than refilling – do not top off

Use up opened paper goods, food, pop and water boxes before opening new

HOSPITALITY WORKER INSTRUCTIONS - 2

Action

Check ice, hot dogs, beer levels and use contact list to get refills - make sure to check both hospitalities.

For problems or refills on anything at the hot dog station, contact Harley Berger at 248-210-3563

Place out only enough food to cover the next 1-2 hours.

Make sure there is an assortment of drinks cooling. We refill everything but the beer (contact John Voymas at 313-434-6750 for beer). Wine is in the prep room. Soda and water near where they are iced.

When low on ice, contact the hotel. Ice needs to be maintained in the following locations:

- 2 soda tubs
- White wine
- Food
- Prep room

It is OK to encourage folks to bus their own cans, bottles and plates. Encourage them to put (uncrushed) cans in the red can catchers and recyclable water bottles in the black bottle catchers.

If we run out of something (or are getting low) contact Karen Furuhjelm or Jean Becker

HOSPITALITY WORKER INSTRUCTIONS - 3

Action

In the unlikely event that you observe a CHILD (orange background badge) near alcohol, please stop them immediately, find the youth's parent, and inform Jean or Ed Becker, John Voymas, or Larry Arbanas.

If someone is in hospitality without an RG badge (especially if you do not know them) please ask them to get their badge and return. Larry Arbanas can help with lost badges.

If anyone complains about food or drink, explain you are a noble 1 hour volunteer and they should put such comments on their written survey to be sure next year's RG team knows about their concern.

**Don't forget to get your ticket entry
for volunteering from Karen F. or
Jean.**