

Catering Guidelines -- 2016-17

Per discussion at the last board meeting, the following are the catering process changes proposed to the Board for consideration.

- People that do not show up for their shift and do not advise anyone will not be allowed to participate in the next round of catering dates we get.
- The cancellation changes from 48 hours notice to the coordinator to 72 hours. It will also be your responsibility to then let the Catering Coordinator know.
- We will have a waitlist of 5 to 10 people for each event, depending on how many volunteers are needed for the event.
- Members may sign up for one spot the first week sheets are posted and an additional spot the second week of the posting, after two weeks all spots are open on a first come, first serve basis
- To avoid members perhaps not knowing what to do and wandering around two processes will be put in to place.
 1. The first will be that the Royals will appoint one point person for each shift. They will in essence be the go-to person and can redirect members as required.
 2. The second process is that we will ask Red Deer Catering to designate one go-to person for us as well. Both of these people will be there for sign in so that all volunteers are aware of who they are.
- Additionally, the following communication will be sent to all members:

Members that sign up for a catering shift are expected to:

- Arrive at least 10 minutes before the shift starts
- Wear black pants/skirt and white top
- Wear black shoes if possible but more important that they be comfortable as you are on your feet a long time
- Have their hair tied back
- Park behind the main building in any spot that is not marked reserved. The door to come in through has a large sign above it that says Red Deer Catering and is about in the middle of the pavilions building.
- Work to the best of their ability throughout the entire shift. We only work about 3.5 hours maximum and everyone is expected to pull their weight.

Things to know:

- The half hour break that we are given to eat is a non-paid break.
- When we are dismissed everyone is to leave, as Red Deer Catering signs us all out at that time
- If you stay for some reason to complete something then ensure that you find Colin or Andrew prior to leaving so that you can ensure your leave time is adjusted
- For certain events it is paid parking, so even if we are volunteers we still have to pay. Be prepared to pay your \$5.