



Boys' Basketball Volunteer Job Descriptions

Setup (2 person job)

Arrive at least 45 minutes to an hour before the first game. Set up bleachers, move the table to the back wall, set up chairs, place signs on locker room doors, put up the accordion-style room divider to designate where spectators are permitted, and put the whiteboard in the hallway just past the women's bathroom to designate where spectators are allowed.

Concessions (2 person job)

Sell and prepare concession items (super nachos, walking tacos, soft pretzels, chips, candy, drinks, etc). Ideally, one person handles the money, while the other preps the food items. Coaches and referees are welcome to concessions at no charge (no free food for anyone else). During downtime, please check bathrooms to see if anything needs restocking or tidying up.

During downtime, monitor the building to ensure that our spectators are staying in the areas permitted for use and are being respectful of the building, and ensure that children are with their parents and not running throughout the building. There's an orange traffic vest by the doors that can be used to check the exterior of the building to ensure there are no concerns within the parking lot (we do not permit children to play outside during games).

Kitchen Setup (first game of the evening):

Please arrive 45 minutes to an hour before the first game to set up. Begin by warming up cheese and taco meat in crockpots (found in the gym storage closet) and put drinks (in the gym storage closet or locker) in the fridge to begin chilling. Next, put up the concessions sign and "no outside food allowed" signs. Collect concessions items (chips and candy) from the storage closet and locker (restock anything not previously restocked). Brew a pot of coffee. Set out concessions menu for customers.

Kitchen Cleanup and Teardown (last game of the evening):

Begin cooling the taco meat and cheese at halftime of the last game. During the 4th quarter of the last game, put perishable items away, and save what can be safely reused. Hand wash, dry, and put away any dirty dishes, and clean any/all equipment used, especially microwave (inside

and out), take down signs (concessions, no outside food, etc.), wash and wipe down counters and sinks, sweep floors, empty garbage and replace the bag. Tidy up to make the space look better than when we arrived. Please only leave once the kitchen cleanup/teardown is complete. Kelly Ramos will collect the cashbox.

Book (1 person job)

This [video](#) will help explain how to do the book. Feel free to ask a veteran parent to shadow you until you feel confident.

Clock (1 person job)

Instructions will be provided for those who are new to running the clock. Feel free to ask a veteran parent to shadow you until you are confident.

Cleanup and Teardown Crew (3 person job)

Gym: stack chairs and return to the closet, empty all garbage receptacles and replace garbage bags, sweep gym floor (broom in closet, garbage bags under kitchen sink)

Hallway and Building: clean off the whiteboard in the hallway and return to the preschool classroom (1st room on the left after women's bathroom), fold the accordion-style room divider and return to the conference room (last room down the hallway to the right), vacuum hallways and entrance rugs, Windex both sides of glass entry doors (Windex found under kitchen sink)

Bathrooms (4 total, Including Gym Locker Rooms): check stalls for cleanliness, restock toilet paper, empty garbage and replace the bag, wipe down counters (Windex and paper towels), restock paper towels, turn lights out, close the door (most supplies are found under the sink)

Fellowship Room (if used): clean tables, vacuum carpet, empty garbage, lights out, close the door

Thank you for serving!