

Volunteer Group Parking Arena Entrance

MBKB GAMES -Concession workers are to enter thru **Gate D** (This lot is located on the North Side of Welcome Stadium – SEE MAP BELOW). Please park in the front rows of lot D close to Edwin C Moses Blvd (northeast corner). Shuttle service will be provided to the arena. Security guards will patrol this area for your safety after events. Parking for WBKB and other events will be on the Welcome Stadium - north side of the arena or event specific location.

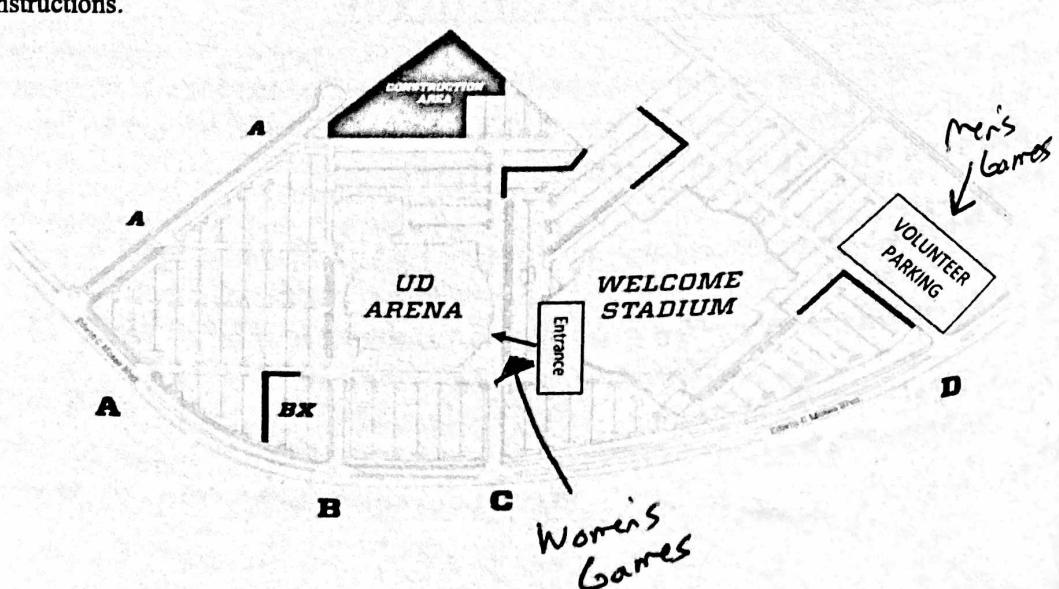
CARPOOLING IS HIGHLY RECOMMENDED

All volunteers with state issued handicapped placards should use the parking spaces located on the west side of Welcome Stadium. (Please do not use the spaces facing the North or South side of the arena)

Volunteers must enter the arena thru the “Employee Entrance/The Connor Flight Deck” doors on the Northeast corner of the building. Security will check you in at this point. If requested you must be able to produce a state issued photo ID, to enter the arena. Your group’s name must be on the check-in register to gain arena access. **ALL VOLUNTEERS WILL BE ASKED TO GO THROUGH A METAL DETECTOR. PLEASE LIMIT YOUR PERSONAL ITEMS.**

Outerwear must be checked at the **Concession’s Operation office (Room1265)** for safe keeping while working your event. Coats & purses **MAY NOT** be taken to the concession stands per Health Department Regulations. Due to security procedures all bags, knapsacks, and carry-ins are subject to search and any items prohibited can be seized by authorities of the UD arena. There are no areas to store purses inside your stand; we suggest you lock your personal items in your vehicle’s trunk. Fanny packs are recommended for necessity items (medication, ID etc).

After checking in, proceed to your designated work area. Designated workstation lists are located at the check-in table. If a volunteer does not know where they are to work, or if they have questions or concerns, they are to be seated at the top of the Section 214 to await further instructions.



Appearance and Hygiene Standards

Before our guests have made a purchase, they have already formed a first impression about your organization from your personal appearance. The grooming standards below will ensure your best possible first impression.

Volunteer Dress Code

Khaki, navy or black pants – **NO Jeans, shorts or yoga pants**

Nice comfortable **collared** shirt (UD Aprons supplied by the arena)

Comfortable shoes: Rubber soled or Athletic Shoes - **No open toed shoes**

UD Caps, visors (current logo) **NO other team logos are permitted**

Throwaway paper hats & hairnets are available in each stand

Your apparel **must** be clean, well-fitted, and wrinkle free.

Must wear a mask when working a game

Health Department Recommendations

→ Don't have to be 5 masks police

Hair must be clean and styled in a conservative, professional style. Hair length **longer** than the collar must be neatly tied back.

Makeup should be lightly applied and be appropriate for the workplace. Clear or pale, conservative color nail polish may be worn. Nails must be clean and neatly trimmed.

Facial hair must be neatly trimmed and groomed. Men without beards and mustaches must be clean shaven.

Jewelry must be limited to a single ring on each hand, a watch, and stud earrings no larger than a quarter. A single neck chain may be worn, if concealed beneath the shirt.

NO facial or tongue jewelry piercing permitted.

Volunteers are expected to practice good personal hygiene.

***If you are ill or have an open wound,
please find a replacement from your organization.***

UD Arena Concession Stand Volunteer Group Register

Volunteer Group Name

Stand/Portable ID

Event: _____

Event Date: _____

	<u>Print Name</u>	<u>Last 4 SS#</u>	<u>Arrival</u>	<u>Departure</u>	<u>Total Time</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12	SERVE SAFE				
13	STAND CAPTAIN				
14	TIPS				
Sales minus sales tax=Commissionable Sales \$ _____				Total Hours	_____

x \$5.50

Group Total: \$ _____

Stand Captain Approval:

Print Name _____ Signature _____ Date _____

DO NOT WRITE - OFFICE USE ONLY...DO NOT WRITE - OFFICE USE ONLY...DO NOT WRITE - OFFICE USE ONLY	
GROSS SALES	\$ _____
SALES TAX	- _____
NET SALES	\$ _____
SHORTAGES	
CASH	- _____
PRODUCT	- _____
COMMISSIONABLE SALES	\$ _____
x 10% = GROUP Donation	\$ _____

DISTRIBUTION: White & Yellow copies - leave on clipboard Pink copy - Stand Captain's event record

No Charge Volunteer Food

Each volunteer working in the stand may enjoy the following food items at no charge:

One Hot Dog

&

One Popcorn *OR* One Bag of Chips

&

Fountain soft drinks & coffee (in cups with lids - names)