**Draft Beer Booth Job descriptions.**

Questions:

* 1. See pg 37 of ref 1 fair vendor manual, closing night procedures says must remain open till 12am Sunday. Ref 2 and 3 say stop dispensing at 1130 every night
	2. Color of tickets: ref 2 says green, pink, black or silver (we used to have red and green) should we just go with unique logo (like smiley face) from online vendor. Pick a color? If we typically bought
1. General FYI
	1. Signage see section K
2. “Credentials” and Passes2
	1. We get 50 credentials that allow holder to go through the credential lines in designated areas, so they do not have to wait in the main entrance lines. How to allocate?
	2. Passes: we get 50 on day parking passes so the servers don’t have to pay for parking. How to allocate?
3. Pre-event Administrative Paperwork
	1. Insurance; see reference B, item 4
	2. ABC permit (first need fair, county environmental health, CHP forms)
4. Slot management
	1. See 2019 spreadsheet and confirm shift times and required staffing per shift for pre-fair and post fair set up crew, bartenders (behind the bar folks), wine table, ticket booth, and shift supervisor. Include money courier, same all 5 days of fair.
	2. Verify club membership for proportional allocation of shifts
	3. Proportionally assign shifts to clubs
	4. Distribute draft schedule for comments; finalize, send clubs listing of their slot assignments. Request clubs fill in names and cell number for each slot, and club contact in event of no shows.
	5. Insure each shift supervisor knows to have workers initial off their attendance.
5. Setup at beginning of fair/take down at the end
	1. Ascertain fair designated days for set up and tear down. Ref 2 says Monday, Tuesday 8 to 8 and Wednesday. Pg 37 of ref 1 says tear down on Monday after fair. For 2019, we showed setup on Sunday and teardown on Monday after fair.
	2. Gary Holman is contact to get the bar sections and ticket booth delivered/placed. Need to resolve new bar setup location at south end of paver area (facing north). Touch up bar sections and ticket booth as needed. Use ticket booth for storage?
	3. Get ~ 10 of the Rotary benches spaced around the perimeter of the paver area.
	4. Pickup stuff from Joe Muller’s storage container and bring to intown storage area.
	5. Can we pressure wash the paver area and place pavers in the open area south edge center (where tree was removed)? Consider renting a washing station or does someone have a loaner??
	6. String lights. Replace as needed.
	7. Place signage (drink responsibly, hours, which tickets for which beers, menu of beverages, ABC license, ICE contact info, etc)
6. Morning setup/evening secure site
	1. During fair
		1. So things are ready to go upon opening: Inventory/replace bar stuff: towels, empty trash containers, fill containers with lime/lemons, bag/dispose of ticket stubs at home each night, paper towels(?), tickets and ticket log, towels need to be washed, dried each night.
7. Beer Operation
	1. Pre-fair:
		1. Review prior event consumption and brewery recommendations and propose initial order of beer and hard seltzer for co-chair approval. Provide rational for initial selection.
		2. Determine sourcing for 14 oz beer cups and for 7oz wine cups. Provide rational for initial quantities.
		3. Place order for beverages, cups, and keg beer trailer with spigots.
		4. Coordinate delivery, siting of the trailer (on Wednesday morning?).
		5. Ensure adequate number of trained ‘keg tappers’ so each shift is covered.
		6. Format keg and seltzer logs listing brand of product, and date/time of when each keg/seltzer case is tapped/opened.
		7. Train keg tappers/wine pourers on use and importance of the logs.
		8. Understand the distributer’s ability to make additional deliveries, and when orders need to be placed and when deliveries are made.
	2. During fair:
		1. Insure keg tappers know/follow the keg logs. Complete keg log for morning report to fairgrounds on kegs tapped each day. (Note, keg log helps determine which beers are more popular than others, to aid in reorders.)
		2. Maintain inventory control, especially Sunday evening (we basically have to sell half the beer in a keg to start making a profit on a keg).
8. Wine Operation
	1. Before fair:
		1. Should hard seltzer be sold at the wine table, or the bar?
		2. Review prior event consumption and propose initial order of wine for co-chair approval. Provide rational for initial quantities. (Note that during the fair, we likely can not obtain additional wine as the discounted prices).
		3. Procure the wine.
		4. Format inventory control log for wine and seltzer, to show type of wine opened by shift. For seltzer, show cases opened per shift.
	2. During the fair
		1. Keep record of opened wine bottles and opened seltzer cases at end of each shift. We pay fair on the seltzer cases opened (I think).
9. Ticket Booth operation
	1. Ticket record keeping is essential to reconciling daily receipts vs ticket counts.
	2. Lead person gets designated for each shift; this provides a “supervisor” that issues can be referred to, to help defuse any adverse incidents with patrons.
	3. Supervisor to maintain a log of beginning ticket number, by roll/ticket station, at each shift change. That then allows supervisor to calculate the number of total ticket sold per shift, which will help determine staffing numbers. It also provides a cross check with daily cash receipts.
	4. Keep signage up on booth and serving hours, contact numbers, everyone required to have a valid ID to purchase/consume alcoholic beverages.
	5. ID everyone under ~35; if in doubt about validity of ID, use counterfeit ID scanner, and/or refer to lead person. Can, but are not required to confiscate invalid ID; if it is confiscated, lead person must provide a receipt and indicate where it will be sent (CHP command post?).
10. Money management
	1. In ticket booth, place $100’s and $50’s in locked drawer slot, along with excess smaller bills, coins.
	2. No unauthorized persons allowed in the ticket booth
11. Beer Booth Supervisors (one position per day, combining shift supervisor and day supervisor)
	1. Before fair
		1. Takes/passes ABC training course/exam for Responsible Beverage Service (RBS). See <https://www.abc.ca.gov/education/rbs/> Course is about $15-$20, including the certificate, and is reimbursable upon successful completion. (I took it from ‘ServingAlcohol.com” recently, and it took about 2 hrs, including the exam. You have a wide choice of providers on the ABC website.)
		2. Collaborate with other beer booth supervisors on basic training program for bar tenders (may be highlights of responsibilities and what to watch out for, initial response, and when to refer to Booth Supervisor and/or law enforcement.) It is not clear when or if all servers will be required to take the training/pass the exam next year.
		3. Collaborate with other beer booth supervisors on signage for ticket booth (inside and outside) and around the paver area.
	2. During fair
		1. A RBS certified person in responsible charge needs to be present at all times the booth is open.
		2. Insures shift personnel sign in on shift log.
		3. Monitor servers for compliance with RBS procedures
		4. Monitor beer keg logs, wine logs, and hard seltzer logs to insure they are timely maintained and accurate.
		5. Report to shift early and be prepared to say after as required for a good turnover.
12. Servers …
	1. Before fair
		1. Servers are encouraged to take RBS course and get certified in Responsible Beverage Service. See <https://www.abc.ca.gov/education/rbs/> Course is about $15-$20, including the certificate, and is reimbursable upon successful completion.
	2. Participate in “in-house” training on the basics of RBS
		1. We are collectively responsible for checking ID’s and not serving impaired patrons.
		2. We are responsible for the safety of our patrons.
		3. Document and practice typical situations that may come up. How we handle something is a big determinate in how it turns out
		4. Know and understand the signage posted in the area.
	3. During the fair
		1. Greet patrons with “how are you doing?”
		2. Be alert to patrons that appear impaired/intoxicated.
		3. Be comfortable checking IDs at bar if something seems amiss.
		4. When in doubt, involve the Beer Booth Supervisor.
		5. Tear tickets in half when you receive them, so they can’t be reused
		6. No drinking alcohol during shift, whether behind the bar or not.
		7. Two drink limit at one time, except after 10:30pm last call.
13. entertainment liaison with Marty

Appendix

Reference 1: Yolo County Fair Vendor Handbook, 1/1/2022

Reference 2: 2022 Yolo County Fair Alcohol Policies and Prices

Reference 3: Alcohol Concessions-Terms and Conditions for Rotary Clubs of Yolo County

Reference 4: California Fair Services Authority: Insurance Requirements

Signage

**Beer Booth is serving2,3:**

Wednesday 6 pm to 11:30 pm (ticket sales stop 11:00 pm)

Thursday 4 pm to 11:30 pm (ticket sales stop 11:00 pm)

Friday 4 pm to 11:30 pm (ticket sales stop 11:00 pm)

Saturday noon to 11:30 pm (ticket sales stop 11:00 pm)

Sunday noon to 11:30 pm (ticket sales stop 11:00 pm)

**$5.00 tickets (color?) Coors Light**

**$6.00 tickets (green) Premium (all other) beer, wine, hard seltzer.**

(Food Booth Identification-health code reqmt)

**Rotary Beer Booth**

**Rotary Clubs of Yolo County**

**Woodland, CA 95776**

**Emergency contact Gary Wegener 530 908 4914**

**(leave 8 ½ x 11 room for health permit)**

**Also need to post pgs 12, 13-self inspection checklists (see pg 3 of county rqmts)**