

Taste of Parkersburg Volunteer Job Descriptions

GENERAL SET UP

- Must be able to lift or carry up to 25 pounds
- Set-up tables and chairs, entrance gates, retail booth
- Place event signage and banners
- Assist with skirting tables and displays and vendor set-up

VENDOR / VOLUNTEER CHECK-IN

- Check volunteer identification and attach appropriate wrist band
- Issue TOP t-shirts to volunteers
- Direct vendors and volunteers to appropriate stations

ENTRANCE GATES / ID STATION / GLASS DISTRIBUTION

- Collect pre-sold event tickets
- Handle money from event ticket sales
- Check driver's license or other forms of photo identification for proof of legal drinking age
- Attach wristband to patrons
- Sell tickets & vendor coupons for cash or credit card
- Distribute event brochure, glassware and butler trays
- Give directions and event information, as needed

ROVING VENDOR TICKET SALES

- Sell tickets to patrons and turn-in money to cashiers station
- **Return aprons to cashier tent at conclusion of shift!**

VENDOR SUPPORT

- Must be able to lift or carry up to 25 pounds
- Support vendors throughout the event by re-stocking food, beverage, ice or water
- Check and empty wine vendor dump stations
- Collect and recycle empty wine bottles at the close of the event

CONCESSIONS / RETAIL SALES

- Operate cash register / handle cash / credit card machine
- Sell beverages, retail items, and vendor tickets

WINE POURERS

- Must work entire shift: 5pm-10pm
- Assist assigned wine vendor with pouring wine
- Collect tickets at booth
- Stock and manage wine inventory