

Kubota Team Volunteer

Position Description

**Reporting to**: Kubota Team Lead

**Key Responsibilities:**

* + - * Crete clear and safe pathways through attendees when the Kubota is being used on the site. (*Only an approved Rotary Member is permitted to operate the Kubota machine).*
			* Pick up and delivery of beverages, ice, and snacks to the concession/beverage stands.
* Empty bins as they fill (by washrooms, wash stations, green stations and stage area) and deposit full bags in the appropriate containers.
* Empty recycle bins of food waste into the appropriate container.
* Dispose of jugs of waste liquids (containers of pop, water, etc.) in the designated location.
* Place recyclable bottles in the appropriate container.
* Refill wash stations with water, if required.
* Check and refill paper towel holders.
* Grounds cleaning including around stage area.
* Answer questions from attendees.
* Provide directional instruction to attendees.
* If requested:
	+ Pick up product from the concession/beverage tent and return to the appropriate trailer,
	+ Pick up cleaning supplies from the green stations and take to the appropriate trailer,
	+ Pick up garbage bags from other tent around the site and take the bags to the appropriate bin for disposal,
	+ Remove and pick up signage from around the site and take to the appropriate trailer,
	+ Assist in folding tables,
	+ Assist in stacking chairs, and
* Perform other similar and related duties as required by the Kubota Team Lead

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**Arrival, Duration, Location, Physical Environment:**

* **Location:** Open Hearth Park, 190 Ferry St, Sydney
* **Arrival:** Arrive a minimum of 15 minutes before the start of the shift and check in at the Volunteer Tent located inside the gate entrance facing Ferry Street.
* **Duration:** Each shift is 4 hours with one 15-minute break. Remain until the end of the designated shift unless relieved by the Team Lead.
* **Physical Environment:** Outdoors over uneven terrain in varied climatic conditions-rain/shine, hot/cold. Be prepared with appropriate clothing/shoes and weather protection. Each volunteer will be provided with a t-shirt upon arrival for their first shift.

**Note:** It is recommended to wear older clothing as it may become soiled when performing the duties assigned to Kubota Team volunteers. Disposable rubbers gloves will be provided on-site.

**Qualifications and Skills:**

* Minimum age 16+
* Must be able to lift - up to 50 lbs and be comfortable outside over uneven terrain for long periods of time standing, bending, stooping, twisting repeatedly in varied climatic conditions-rain/shine, hot/cold.
* Must be courteous, helpful, and responsible.
* Must have good communication and interpersonal skills.
* Must be a team player, and willing to accept direction.
* Must enjoy working with the public.
* Must be able to work safely with minimal supervision, to problem solve effectively and be calm under pressure.

**Training:**

* Read the Volunteer Handbook.
* Familiarize yourself with the site plan and amenities in case of questions or emergency.
* Be present for additional hands-on training as required.

**Volunteer Forms:**

* Complete the Ribfest Volunteer Registration Process
* Read and sign the Volunteer Agreement/Release and Waiver Form prior to starting the first shift.

**Volunteer Benefits:**

* Receive a Ribfest Volunteer t-shirt.
* Opportunity to network with a wide variety of people while contributing to the community.
* Be a part of one of the largest fund-raising events in the community.