



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

95 Allpass Parade, Shorncliffe Qld 4017

PO Box 201, Sandgate Qld 4017

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Run Sheet for Food Truck Events

1.0 Introduction

The following sets out the procedures to be adopted for a smooth running and safe Food Truck event. If you wish to add to the list to help out future crews, please email admin@vmrbrisbane.com.au.

2.0 References

Nil

3.0 Detailed Information

3.1 Crew

Crew must be in uniform and be neat and tidy. Crew are to wear name badges and must wear enclosed foot wear. Crew must not be intoxicated or showing signs of intoxication.

3.2 Bar Staff

If a Crew member does not hold an RSA, they must be working with a VMR Brisbane Member who holds an RSA. Bar Staff must not be intoxicated or showing signs of intoxication and must not drink alcohol while working behind the bar.

3.3 Serving of Drinks

Bar Staff are not to serve drinks in glass containers. Beer in stubbies must be decanted into plastic containers. Soft drinks are to be opened at point of sale.

3.4 Event Run Through

Below is a list for activities that are to be undertaken by the Crew during the event.

a) Before the Event

- A 'Red Key' is needed to access bar area, safe room and cold room.
- Allow Food Trucks onto site and liaise for positioning. Trucks not to be positioned past Pontoon Gangway. (Dylan from King of the Wings is on site he will know where the trucks are best located).
- Get \$300 float and EFT machine out of small safe and put float money in till. Keep 1-2 spare EFT rolls.
- Connect kegs to gas and taps and set up the bar area.
- Ensure ice is available in downstairs bar area.
- Check bar stocks and replenish if necessary. May involve trip to supplier.
- Put bin liners in outside bins and distribute around area for patrons to dispose of rubbish.
- Remove curtain and open windows to downstairs training area.
- Relocate tables and chairs in downstairs training area for ease of access to bar and also for seating for patrons. (suggested location is end on to windows)
- Setup tables and chairs on upstairs veranda for Members.
- Turn on the All-In Brewing sign - follow the orange cable, plug in at socket on rear wall.
- Check overall cleanliness of Club grounds, Hall, Downstairs area.
- Sweep or mop and tidy as necessary.
- Check male and female toilets for toilet paper.

b) During the Event

16:00

- Walk around of area for any safety hazards.

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16:30 - 17:30 and 18:30 - 19:30

- Walk around of area for any safety hazards.
- Check rubbish bins and replace as necessary.
- Include in this walk around donation buckets.
- Turn on spotlights before dusk.

17:00 - 18:00 and 19:00 - 20:00

- Ensure ice is available in downstairs bar area.
- Check bar stocks and replenish if necessary. May involve trip to supplier.
- Check if more tables and chairs are required for Members upstairs.
- Check on toilet paper in toilets.

20:00

- Walk around of area for any safety hazards.
- Check rubbish bins and replace as necessary.

c) After the Event

- Assist with crowd control for Food Trucks to leave.
- Walk around of area for any safety hazards.
- Check rubbish bins and replace as necessary.

d) Closing

- Check all bins and relocate to one location.
- Clean bar area: wash tap overflow trays, remove towels and wipe down the bar, place locking bars over fridges.
- Disconnect kegs from taps and turn off the gas supply. Thoroughly clean the pipes using fresh water from the small washing keg.
- Turn off the All-In Brewing sign.
- Walk around of Club grounds, Hall, Downstairs area for any safety hazards and rubbish, make safe, report, pick up and clean as necessary.
- Pack down tables and chairs from upstairs area and store in storage room.
- Check all upstairs doors and windows are locked and secured.
- Turn off spotlights upstairs.
- Relocate tables and chairs back to original configuration in downstairs training area.
- Sweep or mop and tidy as necessary.
- Count all monies in the till - update on float totals sheet.
- Write event name and date on totals sheet.
- Place float (including totals sheet & EFT slips) and EFT machine in the small safe.
- Close and lock downstairs windows and reinstate curtain.
- Check all doors and windows are locked and secured.

5.0 Summary

By following these instructions, the Food Truck event should be well organised and ensure safety of Crew and attendees.