**Volunteer Role:Meal Assistant**

*Goal(s) of the role:*

Assist with meal/food line control, table clean up and replenishing of drinks. Also, reduce the environmental impact of the conference by educating attendees about recyclable and compostable materials.

*Detailed description of duties:*

Breakfast:

•Help make sure that everyone entering has the appropriate conference credentials (NCUR participant or volunteer nametag)

•Direct attendees to discard any trash, compostable materials, and recyclable materials in the proper bins; and assist in clearing materials left on tables

Lunch:

•Help make sure everyone entering has the appropriate conference credentials (NCUR nametag)

•Help with line control, as this will be a buffet set up

•Direct attendees to discard any trash, compostable materials, and recyclable materials in the proper bins; and assist in clearing materials left on tables

Beverage Tents:

• Help make sure the participants have the appropriate conference credentials (NCUR nametag)

•Help replenish drinks

•Before providing the students with a cup for their drink, ask if they have their reusable NCUR travel mug with them (we are providing them with travel mugs to reduce waste)

•Direct people with questions

*Dress Code/Suggestions:*

* Volunteer T-Shirt and long pants, non-slip closed-toe shoes; could potentially get dirty.

*Anticipated frequently asked questions:*

•Will I get dirty? All volunteers will be given gloves. The majority of the shift will involve simply educating NCUR attendees and assisting them on sorting their own waste.

•Are there any other options for food? Yes the food court/Starbucks and market will be available on a cash/credit basis, but these are not included with the conference registration fee.

•Is there a vegetarian option? Yes.

•What is on the menu each day? The menus for each NCUR meal are in the Mobile App under the Food icon.

Contact Information:

* ncurvolunteer@kennesaw.edu
* Volunteer Hub, contact 470-578-6700
* Emergency, call 911

***In Case of an Emergency:***

1. ALL injuries and/or incidents must be documented on the appropriate reporting form ***at the time the injury/incident occurs*** and immediately sent to EHS.
2. Forms are available at:<https://ehs.kennesaw.edu/incident_reporting.php>; *You may wish to provide hard copies of these forms to your volunteers as these are not yet fillable online.*
3. Make sure that you obtain a mobile phone number for the injured party and at least one additional contact number so that we may reach the party while they are attending the conference, if necessary.
4. If it appears to be an injury that may require treatment, please assure that the KSU Police are also called to the scene so they may notify appropriate emergency responders, complete a report, etc.
5. If it only requires First Aid, please escort the injured party to the closest First Aid/EMT station. Remain there to determine if first responders are notified or required so you may notify EHS of the status.
6. Please be sure to provide the KSU Police Report number on the incident report so that we may follow up.
7. Send all completed forms to EHS@kennesaw.edu as quickly as possible the same day with the subject of "New NCUR Incident Report".