

LEAVENWORTH OKTOBERFEST EMPLOYEE POLICIES

GATE ENTRY POLICIES

All children under 12 must be accompanied by an adult.

All bags and backpacks are subject to search at gate.

No food or beverages can be brought through gate during hours of operation.

Entry can be refused to any individual.

Only active military personnel showing proper ID and their immediate family will be allowed FREE entry. This privilege does not apply to veterans.

MINOR GUESTS AND EMPLOYEES POLICIES

All guests under 21 must leave the Oktoberfest grounds by 9:00 PM.

All employees or performers under 21 who are not scheduled to work after 9:00 PM must leave the Oktoberfest grounds by 9:00 PM.

GENERAL PERSONNEL POLICIES

All employment application paperwork must be submitted per schedule or employment may be denied.

All employees age 17 and under **will not** be allowed to work until they have submitted a completed and approved "Parent/School Authorization" form.

Employees must clock in and out at the beginning and end of work and before and after each meal break.

Employees scheduled for five (5) or more hours of work are entitled to one 30 minute meal break.

Employees scheduled for ten (10) or more hours of work are entitled to two 30 minute meal breaks.

The timing of all breaks must be coordinated and approved by the person designated with that responsibility for the group.

Thirty minute meal breaks may be unpaid, but meal tickets will be provided.

Tip jars, tip cups or any other receptacles for receiving tips will not be allowed. Acceptance of tips is discouraged.

Use of personal cell phones during scheduled work periods will not be allowed. Their use is allowed during breaks.

Employees assume all risk of loss or damage to personal property.

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BUSSER DUTIES

1. SMILE and have a good time.
2. Each busser will be assigned a section of tables and will bus those tables until rotation to another area.
3. Use a clean bar rag for wiping down tables and replace with a fresh rag often.
4. Bus and wipe down tables – keep them clean.
5. Wipe down bartending table every ½ hour or when the bartenders are not extremely busy.
6. Empty full garbage cans.
7. Clean spills immediately.
8. Sweep and mop as necessary.
9. Breakdown boxes and take them to the loading dock or designated dumpsters.
10. Only two bussers at a time (per venue) will be allowed on break – be sure to have another busser cover your tables while on break. Get approval from supervisor before leaving.
11. Evening shift duties at closing:
 - a. Wipe down all benches and tables.
 - b. Put benches upside down on tables.
12. Keep moving – don't huddle with friends.
13. SMILE AND HAVE A GOOD TIME.

FOOD SERVER DUTIES

1. ONLY CURRENT YEAR OKTOBERFEST TICKETS TAKEN – NO CASH
2. Always wear gloves while serving food.
3. Wash hands often and replace gloves as needed.
4. Keep tables and work area clean and dry, wipe up spills.
5. Get a busser, if necessary, to mop up spills.
6. If you are getting low on certain foods, call a runner to get the needed foods.
7. Evening shift duties at the end of food service:
 - a. Turn off/unplug all electrical heating appliances (coffee pots, heating trays, etc.)
 - b. Take dirty pans and utensils to the kitchen for cleaning. DO NOT LEAVE THEM IN THE WARMING TRAYS.
 - a. Wipe down serving tables, and clean area of all trash.

RUNNER DUTIES

1. Obtain food/supplies for:
 - a. Food cooking areas
 - b. Food service areas in each venue
 - c. Supplies for souvenir booths in each venue
2. Break down boxes and take them to the loading docks or designated dumpsters.