

Lunch Manager Job Description

Responsible for the infrastructure, crew, suppliers and participants on the lunch site

Report to Event Control:

- When you arrive on site
- When the site is live
- When the first participant arrives
- When the last participant leaves
- When you are leaving site
- Any issues e.g. supplier/crew/participant problems
- Drop out details

Friday:

- Familiarise yourself with matrix and site plan
- Meet team at the start at 9AM
- Ensure vans are packed with lunch site kit
- Drive over to lunch site with crew and ensure everyone knows how they will get to site on Saturday
- Brief the crew on the plans for the day and what jobs need to be done
- Pinnacle will also be on site to help build
- Introduce yourself to landowners and ensure you have their contact numbers and any codes needed for gates
- Introduce yourself to any neighbours or locals that pop by (you never know when you might need their assistance)
- Meet marquee suppliers and check marquee is positioned correctly, this is often already erected before Friday morning
- Once the marquees are in position start building the site, generally this will be gazebos for medics, info and hot drinks station (hot drinks can also be set up within the marquee).
- Meet site suppliers – barriers, toilets and water. Guide the trucks through the gateways onto site to ensure no damage is done to walls, gates etc and make sure they are not driving on any of the site that is out of bounds
- Toilets may need to be sited in a different position to original site plan if the ground is boggy or the view may be blocked. Don't site near the lunch queue and or too near the water queue or the area will become too busy.
- Water at the lunch site will be a busy area so ensure plenty of space as there may be queues
- Build the lunch queue with barriers and use spare barriers to enclose the site from general public if needed
- Build the flag poles and position to welcome pax into the site
- Posters to go up in the marquees
- Tables in gazebos and around water bowlers
- Chairs to be set up inside and outside marquees in groups of six for pax to have their lunch (leave folded if wet weather)
- Make up signs to be located later
- Milton the water jerry cans
- Tablecloths on info tables – Not in medics gazebo or water tables
- Scrim lunch queue and other barriers to brand the site as much as possible (if windy only attach scrim to top of the barriers)

- Check site is safe
- Wait for security to arrive before leaving site
- Ensure speaker is charged overnight

Saturday:

- Arrive on site with crew
- Brief crew on jobs to be done before site is live
- Check medics have everything they need and can park near their gazebo
- Talk with coach steward to confirm parking for buses and get drivers phone numbers
- Liaise with caterers as to when first pax due and numbers started
- Brief parking stewards if needed
- Brief the cleaners and make sure they know where supplies are kept
- Welcome volunteers (may also be agency crew) and brief them on where is best for them to place themselves (sometimes this may be just off site welcoming pax, at the entrance, water station and generally being chatty to pax)
- Allocate roles to the crew- Water station, info desk, welcoming pax, walking pax to coaches if dropping out, keeping a log of dropouts and reporting to Event Control etc
- Ensure all crew and volunteers have a break for lunch
- Have the speaker set up near the entrance with upbeat tunes to welcome pax
- Ensure no vehicles drive across site when live and crew/suppliers only park in allocated area
- Welcome the last pax with as much enthusiasm as the first
- Do not start to derig until the last pax has left site. Pinnacle will help derig
- Liaise with bus drivers as to when the last pax are on the bus
- When derigging and packing the vans ensure this is done in an orderly manner, gazebos complete in boxes, flag poles and stakes cable tied, site box is complete, separate dirty and clean kit, medical box inventory complete
- Barriers to be stacked and left together near the site entrance for collection
- Ensure site has been litter picked, leave site as you found it
- Liaise with suppliers as to when barriers, toilets and water are to be collected and inform site owner if this is going to be after the event
- Only empty water bowsers when confirmed with Event Control that no water is needed elsewhere
- Return vans to where O&H are sited and unpack vans into O&H truck

If the Saturday is the finish for the half marathon as well as the lunch stop for full marathon:

- As well as the set up for lunch there will also be two gantries, one for the finish and one for the media wall
- The finish will need barriers and scrim to funnel into the finish and a gazebo for tables set up for medals and nosecco
- Welcome Macmillan volunteers and brief them as to where the nosecco and glasses are for them to set up tables and greet half marathon finishers
- Liaise with bus stewards and plan timetable as there will be extra buses for Half Marathon finishers returning to the carpark sites
- Try and send buses out only when full but use judgement as these buses will have a turnaround time between sites and you don't want to be left with no bus and a queue of pax
- Do not begin derig until all pax have left site
- Ensure gantries are kept separated by a tarp when in the van

If the event is a 2 day event with the Start of the Half Marathon at the Saturday lunch site:

- When the last pax has left on the Saturday instead of derig there will be extra site to build
- Two gantries will be dropped on site to build (start and media wall)
- Start pen to set up, stage for MC, scrim and flags
- Registration to be set up in one of the marquees, kit swap and merchandise
- Coaches will drop off pax and there will need to be a crew member stewarding pax off the buses and onto site
- Be aware that local residents may get upset by loud music early on a Sunday morning
- When last pax have left the Start derig can begin
- Keep gantries separated by a tarp in the van

If the event is a 2 day event with the Half Marathon finish at the Saturday lunch site:

- When the last pax has left on the Saturday, instead of derig there will be extra site build
- Two gantries (finish and media wall) will be dropped on site to build
- Finish funnel barriers, gazebos, tables for medals and nosecco, flags, scrim
- Extra gazebo for the merchandise to be set up
- Keep medals in the van overnight
- Set up small gazebo for MC
- Liaise with bus stewards and plan the timetable for returning Finishing pax to the location of the carparks
- Do not begin to derig until all pax have left site