



Job Description: Bar Setup

Publication: Parent Volunteer Handbook 2025

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VOLUNTEER POSITION: Benefit Auction Bar Setup

TIME COMMITMENT: About 8 Hrs. total in 1 Hr. increments

- 1 Hr INVENTORY of Stock
- 1 Hr PURCHASE of New Items for Stock
- 1 Hr TRANSPORT to Hall
- 1 Hr UNLOADING at Hall & Bar
- 1 Hr PACKING LEFTOVERS to Keep and Store for next year
- 1 Hr TRANSPORT back Home/Storage
- 1 Hr UNLOADING at Home/Storage
- 1 Hr INVENTORY of Leftovers and summary of what will need to be replaced

DESCRIPTION: See above

Responsibility for Bar Inventory and items that can be stored for a year until the next Auction (e.g. sealed wine and alcohol) and accepting donations in exchange for leftover items that cannot be stored for a year (e.g. open wine and non-alcoholic mixes like Margarita Mix).



GUIDELINES:

- Reviewing inventory of Bar Stock and determining what needs to be purchased in advance of the Auction
- Work with Auction Committee to either purchase or receive as a donation, any alcohol needed for the bar
- Transporting Bar Stock to the Auction site the morning of the Auction
- Unloading Bar Stock to locations designated by the Hall Supervisor or Bartender
- Loading leftover Bar Stock and transporting Home or to a storage location (right now it's the Morse basement "wine cellar")
- Unloading "leftover" Bar Stock and placing it in the storage location (e.g the Morse "wine cellar")
- Taking inventory of the leftover Bar Stock
- Accepting donations for any "leftover" items that cannot be stored for a year; inform the school of any donations and give donations to the school if acquired