

LOUGHBOROUGH BEER FESTIVAL 2023 - STAFFING FORM



**CAMPAIGN
FOR
REAL ALE**

Dear Members,

The 2023 Loughborough Beer Festival will be held from the 2nd to 4th March. We are returning to Loughborough Town Hall after over 20 years so there will be a few changes from the way the festival is normally organised. The venue is larger and more spread out over 3 floors so there will be more room for visitors, but we will need additional staff to cover all areas. Set up and take down will be slightly different from previous years as we only have access to take in or remove equipment and casks via the front door of the Town Hall on the Sundays between 10am and 2pm but we will need staff to load equipment from 8am.

We would welcome your help at this year's festival. If you don't fancy bar work, there are plenty of other jobs that need doing. We have looked at the staffing rota from last year and have identified a few changes that need making so that people with the right skills are allocated to certain jobs. We also have to work with some requirements from the Town Hall around security and Health and Safety. They stipulate SIA certified security staff and First Aiders need to be present whenever the festival is open. Also, any staff working in the kitchen need to have Food and Hygiene certificates. Please identify any of these you have below or any you will be willing to be trained for. CAMRA will pay for members to get certified. We are planning on using the CAMRA security team but hope to supplement them with some of our own branch members if possible.

Food and Hygiene certificates can be achieved by an online training package. We would like to get a few members to volunteer to complete this training to allow us to serve food throughout the sessions as it is necessary to ensure the regular staff get support and breaks and don't forget you benefit from receiving food during your shift. The kitchen arrangements will be slightly different this year as the kitchens are separate from the other areas and based on the ground floor and we will be serving food from the kiosk on the mezzanine floor where there is plenty of seating. We will need some additional staffing for the kitchen but mainly it will be for serving food and taking payments.

If you have any concerns about roles you will be allocated to please contact me to discuss these rather than not volunteer to work at all. I am sure we can negotiate a suitable alternative to suit you and our staffing needs.

Please complete the form below, ticking the appropriate boxes, to indicate when you are available and certificates held or willing to be trained for. You will be contacted prior to the festival with further instructions. The form should be returned to:

Dave Roche
83 Leicester Road, Quorn, Loughborough, Leics, LE12 8BA
Tel: 07917 5411447
E-mail: staffing@loughboroughcamra.co.uk

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NAME		
ADDRESS		
TEL NO.		
E-MAIL		
MEMBERSHIP NO.		
BRANCH IF NOT LOUGHBOROUGH		
PREVIOUS EXPERIENCE		
CERTIFICATE HELD	HAS CURRENT CERTIFICATE	WILLING TO DO TRAINING
SIA (SECURITY)		
FIRST AID		
FOOD AND HYGIENE LEVEL 2		

DAYS	SUNDAY 26/2/23 SETTING UP	MONDAY 27/2/23 SETTING UP BEER AND VENUE	TUESDAY 28/2/23 VENTING AND SETTING UP VENUE	WEDNESDAY 1/3/23 TAPPING AND FINAL SET UP	THURSDAY 2/3/23 OPEN NOON	FRIDAY 3/3/23 OPEN NOON	SATURDAY 4/3/23 OPEN NOON	SUNDAY 5/3/23 TAKE DOWN
8AM-10AM								
10AM-12PM								
12PM-2PM								
2PM-5PM								
5PM-7PM								
7PM-9PM								
9PM-10PM								
10PM-12.30AM								
TAXI								

1. All staff should report first to the Duty Manager to be issued with badges and jobs.
2. The Cellarman or his designated deputy are the only people authorised to put beer on sale, tip barrels and put "sold out" signs on barrels
3. All working staff must be CAMRA members for insurance purposes.
4. Please remember that you are representing the branch. Anyone who is judged to have consumed excessive quantities of beer may be relieved of their duties.
5. Please maintain good hygiene standards: wash your hands and refrain from eating behind the bar.
6. **Taxis home will ONLY be provided for staff working until the end of each session.** These need to be booked before the start of the festival and sufficient notice is needed of any changes. (Please notify the Duty Manager of any changes ASAP or before 7pm at the latest)