

Cake Booth Volunteer Training Opportunities

In 2015 and 2016, the Alameda County Cake Booth will be training new leaders to assume the leadership of the cake booth and Donut Sales upon the retirement of Mark and Claire Duguid in 2017.

All trainees will be trained by and report to Mark and Claire during the transition.

2-4 Chairs (Cake Booth Managers)

These people will be responsible for the overall operation of the Cake Booth and Donut Sales. They will also manage all of the supplies and placing orders with 3rd party vendors including Sysco, Meadowlark Dairy, Costco, ice vendor, and the water vendor.

The Chairs will also make regular reports to the Leaders' Council, schedule volunteers for shifts, oversee other chairs, and present a final accounting of the Cake Booth to Leaders' Council.

Financial Manager

This person will be responsible for collecting the daily receipts, making deposits, managing change supplies, building cash boxes, and reporting the deposits to the Chairs and the County Council Treasurer. This person will report to the Chairs.

Mid-Day Shift Change-over Support

This can be a single person or multiple people. This job is responsible for any training needed with new shift workers, transferring cashboxes, counting the prior shift's receipts, and monitoring cake supplies. Any pending issues will be reported to the Chairs. These people will report to the Chairs.

2+ Bakers

Bakers will bake cakes in sufficient quantities to support current sales. 2 or more bakers are suggested because of the time schedules for the bakers in the early morning. These bakers will report to the Chairs.

Closing Manager

Closing Manager will be responsible for assembling a closing crew to mop and clean the eating area, refill customer materials, and washing dishes and coffee pots. The manager will report to the Chairs.

Livestock Donut Sales (Open Show, 4-H Livestock Show)

This Chair or Chairs will build a team for the daily sale of donuts and drinks outside of the Livestock Pavilion.

The Chair will work with the Cake Booth Chair regarding supplies and ordering of donuts. The Chair will also work with the Financial Manager for the management of receipts and cash boxes.