

# Wildflower & Lighthouse Century Rest Stop Information

## Contacts

- Century Coordinator: [century-coordinator@slobc.org](mailto:century-coordinator@slobc.org)  
General Questions, Projected Numbers
- Volunteer Coordinator: [volunteer-coordinator@slobc.org](mailto:volunteer-coordinator@slobc.org)  
Team Size, Team Changes, Captains List, Team List Link
- Webmaster: [webmaster@slobc.org](mailto:webmaster@slobc.org)  
Website, Registration & Volunteer forms and information
- Century Volunteer Resources: <http://slobc.org/volunteering/index.html>
- Permits Coordinator: [permits@slobc.org](mailto:permits@slobc.org)  
Permits, Reservations and Site Agreements
- Insurance Coordinator: [insurance@slobc.org](mailto:insurance@slobc.org)  
Event Insurance & Additionally Insured Certificates
- Food Ordering Captain: John Long [jljmlong@gmail.com](mailto:jljmlong@gmail.com)  
Food, Consumables & Equipment, Trucks & Truck Loading

## Pre-Event Tasks

- Review job description and download job resources at:  
<http://slobc.org/volunteering/index.html#rest-stops>
- Review Century Websites at:  
<http://slobc.org/wildflower/index.html>  
<http://slobc.org/lighthouse/index.html>
- Email [century-coordinator@slobc.org](mailto:century-coordinator@slobc.org) for past captains' reports and other job reference materials.
- Develop a Task Timeline and Team Assignments and Schedule.
- Download the Volunteer Report: Public available under **Volunteer Process**. The report will only provide names - no contact information. A link to full volunteer information will be provided to all captains.
- Contact all your volunteers by email to welcome them to your team and confirm their participation. This should be done early and repeated as the event approaches.
- Let the Volunteer Coordinator know if anyone withdraws from your team so the position can be reopened for a replacement.
- Schedule a meeting of your volunteers during the general volunteer meeting or at a time and location of your choosing.
- Encourage an atmosphere of cooperation and fun among volunteers.

- Coordinate with Waste Management and Leftover Food Captains
- Fill out an Incident Report if you observe or come upon an accident during the event. It is very important to get the cyclist's name and emergency contact, if possible.
- Use the **Reimbursement Form** for your expenditures.
- Attend Rest Stop Captains meetings as called by the Food Ordering Captain
- Review and update rest stop food order spreadsheet provided by Food Ordering Captain
- Get copies of Rest Stop Layout, Additionally Insured Certificate, CalTrans Permit and SLO County Permit.

## Thursday Volunteer Meeting

- All volunteers and captains are expected to attend the Volunteer Meeting unless the captain has arranged some other vehicle for meeting and training their team.
- Captains are responsible for developing a schedule and assignments for their team members.
- Pick up rest stop first aid kit at Thursday Volunteer Meeting.
- Pick up event clothing for team members at Thursday Volunteer Meeting.
- Pick up Bike Mechanic supply bag at Thursday Volunteer Meeting.
- Volunteers should bring event t-shirt, jacket or sweatshirt, hat, sun block.
- Ask each team member to bring a camp or folding chair or two to create a rider seating area.
- Make name tags for volunteers.

## Friday Truck Loading

The Food Ordering Captain will provide a schedule for loading trucks. All rest stops will have their own 12' truck and driver. The specific tasks for each category of truck driver can be found at: <http://slobc.org/volunteering/index.html#truck-drivers>

- The captain is responsible for coordinating with the driver in terms of their ordered food and supplies.
- The truck drivers are responsible for overseeing the loading of their truck.

## Day of Ride

### Rest Stop Volunteers

- Bring event t-shirt, jacket or sweatshirt, hat, sun block.
- Bring a camp or folding chair or two to create a rider seating area.
- Bring a plastic tarp to create rider resting areas.
- Bring a stool or chair to use while working if desired.

## **Goal: Have Fun and Feed the Participants**

- Captain, team and truck arrives at Rest Stop site one hour before opening.
- Unload truck (set up canopies and tables before unloading food and supplies), unload and organize food and supplies, begin preparing food, set-up water and drink table.
- Setup station for all riders to remove gloves and sanitize hands.
- Record when the first few and last few riders arrive at the rest stop.
- Talk to riders and have a good time.
- Sweep site for rubbish (use pick-up tools).
- Frequently check trash cans and empty as needed.
- Occasionally check portable toilets to see if toilet paper is needed.
- Keep track of what and when food items run out.
- At the end of the ride, give the surplus food that can be used to the Leftover Food Captain. Keep unopened cans, etc, that can be stored.
- Empty all ice chests and water jugs.
- If any ice chests, water jugs, canopies, etc, are broken, label them before putting them on the truck.
- Review food and supply lists and make notes about what was left over, what we ran out of and any suggestions for future rides.
- Pack up everything, loading the truck as you go.
- Transfer contents of small (16 foot) trucks to one of the large (26 foot) trucks as identified.
- Return small trucks to rental company. Return large trucks to Los Osos Community Center for Cleaning Crew.

## **Drink Mixing**

You will be supplied with 5 Gallon coolers that contain blocks of ice for the drinks. You will be given one empty cooler and a paddle for mixing the drinks.

- Mix 1 gallon of lemonade concentrate with 4 gallons of water.
- Mix 1 pouch of Fluid with 5 gallons water.
- Consider mixing half quantities of both the lemonade and Fluid at a time to reduce the lifting weight and allow you to pour all the mixture into a cooler with the ice — the block of ice will not let you add all five gallons of liquid.
- Add the Fluid to a gallon+ of water and mix to make a concentrate and then add the remaining water and mix.

## Clean & Sanitize Surfaces

You will be supplied with a bucket, Clorox bleach packets and towels to clean and sanitize surfaces. Add 1 pellet to a gallon of water.

## Food Handling

- Wash/Sanitize Hands and Wear food service gloves. Change gloves often - they can get pretty dirty! Food handlers will wear clean clothes and keep their hands clean. Take off aprons before going into the toilets.
- Food contact surfaces are clean, non-absorbent and easily cleanable. Use water with bleach to keep food preparation and serving surfaces clean.
- Ice for consumption kept separate from refrigeration.
- Minimize food contact. No unnecessary handling of food, food protected from contamination.
- Pour into individual serving containers or use utensils to serve to riders. Minimize shared contact with food Grab Bags/Bins that encourage hand contact. Riders should not use the same serving utensils.
- Do not use the same utensils and containers for prepared food and uncooked food to reduce cross contamination.
- Maintaining proper food temps. Set up methods to keep perishables cold. Pans of ice are the norm, keep food stuffs out of ice or melted ice water. Potentially Hazardous food shall be maintained below 45° or above 135°
- Food stored in food containers or on tables during preparation.
- Dispose of garbage in a sanitary manner.

## Cleanup & Truck Loading

- Separate clean/unused items from used items. This will reduce what needs to be cleaned before storage.
- All trash & trash bags must be put in the identified dumpsters. This may require that your truck transport trash to the dumpster.

## Post Ride Tasks

- Fill out the online [Wildflower Captains Report](#) or [Lighthouse Captains Report](#). The form must be completed and submitted prior to the Debriefing Meeting.
- Update your Task Timeline and Team Assignments and Schedule and send a digital file to [century-coordinator@slobc.org](mailto:century-coordinator@slobc.org).
- Fill out the leftover food inventory and send a copy to the Food Ordering Captain.
- Attend Captains Debriefing Meeting.
- Send out Thank-You email to volunteers.