

Key Worker Job Descriptions Per Venue

UpDog

Currently there are 3 Key Workers. Currently, these are the only three members who participate in UpDog.

Trial Chair
UpDog Coordinator
Kitchen

Trial Chair (Kathy Wilson)

- Prepare all pre-trial paperwork
- Submit registration information to UpDog
- Purchase tape to mark off the floor
- Assist with setup and tear down of the building
- Record all data to be sent to UpDog
- Acquire judge
- Ensure Judge's Contract is sent and signed
- Purchase Ribbons
- Print Awards Certificates
- Process Entries
- Submit reconciled entries/money to Treasurer
- Make sure judge is paid according to contract
- Notify Treasurer of UpDog fees for payment

UpDog Coordinator

- In Charge of Special Awards
- Assists with Setup and Teardown
- Finds workers for Trial
- Coordinates workers during the Trial
- In charge of building setup
- Handles any building issues that arise during the event. (Trash, toilet paper, paper towels, etc.)

Kitchen

Prior to Event

- Prepare Menu
- Make a trip to the club to make a grocery list.

Thursday Prior to event

- Shop at GFS for large quantities of food/items.
- Shop at other stores for smaller quantities of food/items.
- Deliver Groceries to club
- Unload Groceries from car, carry them inside, and put them away. If someone is there, sometimes there is help. Many times this is done alone.
- Set up kitchen
- Prepare Coffee for next day
- Take desserts out of freezer

Trial Morning (This is done every day of a trial)

- Arrive at club by 7:00 a.m.
- Put out Breakfast Items
- Make coffee
- Plate up desserts
- Prepare and serve lunch

Trial Evening

- Clean kitchen
- Prepare coffee for next day

Final day of trial

- Do Trial Morning Tasks
- Freeze extra desserts and leftovers
- Clean Kitchen
- Take dirty towels home
- Wash dirty towels
- Return dirty towels to club

Key Worker Policy:

The three Key Workers get free runs for one dog. The Key Worker pays the UpDog fee is one is charged.

There is no term length for each position. The positions are currently being filled by CCDTC UpDog Exhibitors and those positions will be filled as long as those individuals are willing to serve in the positions.