

BRAG Rest Stop Associate Job Description

BRAG is a 44-year-old nonprofit organization that organizes family-friendly, affordable bicycle tours across Georgia. Known for its cross-state tours, BRAG is preparing for its next event. Each tour includes demanding cycling routes that necessitate frequent hydration and snacks. To support this, we set up three well-stocked rest stops daily, offering snacks, Powerade, and water. Maintaining these stops requires substantial effort but is crucial and rewarding. Each rest stop is managed by two associates; one of whom also drives a U-Haul throughout the week to transport supplies and handle logistics.

As a Rest Stop Associate you'll be responsible for running a rest stop 7 days in a row. You will wake up early enough to make it to your rest stop, setup the rest stop, operate the rest stop during it's opening hours, and close the rest stop. You'll pack everything back into your U-Haul so you can repeat this the next day. Depending on how many supplies you go through in a day, you may need to restock after you close your rest stop to be prepared for the next day.

Arrival and Setup

The night before please ensure you have the location of your rest stop for the following day. Ensure you have reviewed the notes for the rest stop including opening time, setup area, water source location, location contact, etc. Review the ride guide route so you are familiar with where the cyclist will come from and also which direction they will go in after leaving the rest stop.

- Arriving to your rest stop at least one hour prior to the listed opening time. Please stay 1 hour past the posted closing time to catch any cyclist who are behind. Typical listed opening times are as follows:
 - o Rest Stop 1 – 7:00am – 10:30am
 - o Rest Stop 2 – 8:00am – 12:30pm
 - o Rest Stop 3 – 9:30am – 2:00pm
- Preparing the rest stop to open in order of priority:
 - o Pick up ice to fill all water coolers en route to the rest stop.
 - o Set up a roadside banner or flag to indicate your location to cyclist.
 - o Install a Water Wand with soap for handwashing and filling water coolers.
 - o Prepare and fill half the water coolers with Powerade, half with water.
 - o Erect a 10x10 tent, or use available pavilions.
 - o Arrange tables, serving pans, and prepare for making PB&J and cutting fruit.
 - o Place snacks out for participants.
 - o Set trash receptacles away from food areas, or secure a trash bag to a stable object for waste disposal.

Operating the Rest Stop

Operating the rest stop entails ensuring riders will have access to everything they will need to get hydrated, refueled and back on the road. Arriving early is essential to ensure that you are prepped and up and running well before riders arrive.

- Start early and make adequate PB&J's, cut in half, and place them in a serving pan.
- Cut adequate fruit and place them in a serving pan.
- Cut adequate pickles and place them in a serving pan.
- Do not allow riders to grab any prepared items (fruit, sandwiches, etc) with their bare hands. Please use the utensils to hand them to the riders to prevent the spreading of any illness.
- Place adequate pre packaged snacks out for riders to grab themselves.
- Please wash cutting utensils frequently during the day with soap and water

The following items should be made available at every rest stop every day

1. PB&J
2. Fruit Item (one per rest stop) Watermelon, Cantaloupe, Honey Dew Melon, Bananas, Etc
3. Pickles
4. Pre-packaged snacks
5. Specialty Item, will be assigned per schedule ahead of time. Items like pimento cheese sandwiches, moon pies, cucumber sandwiches, etc.

ALL REST STOP VOLUNTEERS MUST WEAR LATEX/VINYL GLOVES WHEN PREPARING OR HANDLING FOOD OR ICE.

Please be aware that any volunteer, food handler or staff member who is ill should NOT prepare or handle food. We ask all volunteers to please help in reminding the riders to remove their gloves and wash their hands before approaching the food tables or coolers.

Closing the Rest Stop

Operating the rest stop entails ensuring riders will have access to everything they will need to get hydrated, refueled and back on the road. Arriving early is essential to ensure that you are prepped and up and running well before riders arrive.

- Clean with soap and water all cutting boards, serving pans, utensils, tongs, and wipe down all tables etc.
- Bag all trash and dispose of onsite if possible or place in the U-Haul for disposal at the main BRAG camp if need be.
- Pack up everything you brought with you. Use the check list to ensure you have everything.
- Take an ending inventory of everything you served throughout the day. This allows us to purchase more accurately throughout the week.
- If you do not have enough of an item to make it through the next day, please go shopping and purchase enough to make it through 2 – 3 more days. If nearing the end of the week, start to draw down inventory levels to avoid over purchasing.

Rest Stop Checklist

Below is a checklist of all the supplies you should need to run your rest stop. Ensure you have them all packed at pick up in Atlanta. Ensure you have them all when you pack up every day. Extra copies of this check list will be provided to check off daily.

Supply Box	Supplies in the Truck	Pick Up
<input type="checkbox"/> Daily check off list <input type="checkbox"/> Cutting Boards <input type="checkbox"/> Knives <input type="checkbox"/> Paper Towels <input type="checkbox"/> Plates <input type="checkbox"/> Serving Utensils <input type="checkbox"/> Bike Maintenance Kit <input type="checkbox"/> Garbage Bags <input type="checkbox"/> Hand Cleaner <input type="checkbox"/> Large Mixing Spoon <input type="checkbox"/> Gloves	<input type="checkbox"/> Produce <input type="checkbox"/> Snacks <input type="checkbox"/> PowerAde <input type="checkbox"/> Water Wand <input type="checkbox"/> Hose <input type="checkbox"/> Banner Flag <input type="checkbox"/> Cones <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Access to Water <input type="checkbox"/> Coolers <input type="checkbox"/> Tables <input type="checkbox"/> Tent <input type="checkbox"/> Charged Cell Phone <input type="checkbox"/> Copy of the Ride Guide	<input type="checkbox"/> Ice <input type="checkbox"/> Low Inventory Items from the day before



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Bicycle Ride Across Georgia, Inc
P.O. Box 8812
Atlanta, GA 31106

Rest Stop Inventory List

Below is a checklist of all the supplies you should need to run your rest stop. Ensure you have them all packed at pick up in Atlanta. Ensure you have them all when you pack up every day. Extra copies of this check list will be provided to check off daily.

Item	Start	End	Purchased
Peanut Butter Jars			
Jelly Jars			
Pickles			
Loafs of Bread			
Bananas			
Cantaloupe			
Honey Dew Melon			
Oranges			
Apples			
Granola Bars			
Bags of chips			
Rice Krispies			
Other			
Other			
Other			
Other			
Specialty			
Specialty			



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2024 Overnight locations on Big BRAG

Date	Location	Address	City
Sat, Jun 1	Oglethorpe University	<u>4484 Peachtree Rd</u> <u>NE</u>	Brookhaven
Sun, Jun 2	Oxford College	<u>801 Emory St</u>	Oxford
Mon, Jun 3	Social Circle Elementary School	240 W Hightower Trail	Social Circle
Tue, Jun 4	Walter B Williams Junior Park	<u>59 GA-22</u>	<u>Milledgeville</u>
Wed, Jun 5	Walter B Williams Junior Park	<u>59 GA-22</u>	<u>Milledgeville</u>
Thu, Jun 6	East Georgia State College	<u>131 College Cir</u>	Swainsboro
Fri, Jun 7	Georgia Southern University	1332 Southern Dr	Statesboro
Sat, Jun 8	Daffin Park	<u>1 Waring Dr</u>	Savannah