

**Creating Legends and TABC Certification**  
**American Airlines Center, Dallas, TX.**  
**Levy Training for Non-Profit Organization (NPO) Fund Raisers**

Welcome and thank you for considering Levy Restaurants and the American Airlines Center for your fund-raising efforts.

As a company we required all who work here including non-profit group members to understand the culture of our company by attending Creating Legends. Additionally, everyone who serves alcohol must be fully trained on the serious issues of responsible alcohol service.

**Creating Legends, Responsible Alcohol Training, and TABC Certification** must be completed **before** your first day of work. For your convenience, we offer creating Legends and TABC certification on the same day. The RCS portion of the training is completed prior to attending the class on your computer. Here are the key elements to those training classes.

**Creating Legends** provides new team members with the tools they need to embody the spirit of Levy Restaurants and share those philosophies with our guests. This class is specifically for new team members. Current Levy Event Staff that need a TABC recertification need not attend this portion of the class.

**RCS** - you must complete a quick an on-line "RCS" pre-work assignment at least 24 to 48 hours prior to attending the on-site class.

**RCS Instructions**

- Log on: <http://levy.restaurant.org/>
- Enter Password: **LEVY**
- Enter your personal information
- Choose your property from the drop down list
  - TX-American Airlines Center
- Choose your job title from the drop down list:
  - Non-Profit

Read all materials and click **next** to go to next page. You will then be able to complete the pre-work. Once you have completed the pre-work and you submit your answers, it will ask for the manager's e-mail address, enter: [levyracs@americanairlinescenter.com](mailto:levyracs@americanairlinescenter.com)

Note: Your NPO may require a copy of the verification. They will notify you if they have such a requirement. **TABC certification** – The class is presented in "units". It is necessary for participants to attend **all** of the units in the 120-minute mandatory curriculum and complete an exam for certification. Instructors are TABC certified.

The charge for the test is \$15.00. We accept cash only.

We have a very nice Pizza Patron booth on the 3rd level which receives a lot of business. There are 4 required positions to fill for each event that is worked. **Income is made on the commissions on sales, less a small amount of fees taken off the top. The minimum you will make is \$50 per event.** It is work but fun as well. This is a great opportunity provided to our Club.

When a schedule is sent out, you are able to review and you will need to respond quickly as the first 4 that volunteer for a date are scheduled and then the positions are assigned as outlined below.

Training for the work done and the TABC requirements are provided by the Levy Group at the AAC. The training spots fill up quickly. You will be expected to show up for training. We will send another email with the exact information you need for training as it is received.

Along with their guidelines will try to rotate everyone so that everyone has a chance to understand each role and no one gets stuck working the same role every time. As noted in the guidelines, you need to have 6 persons working per night.

**1 – Group Leader (have to go thru the Levy training for this position)**

- collect the initial amounts from the vault
- watch over the stock room, help fill drink cups, chip boats, sweep, mop, etc
- make sure each till is balanced and correct at the end of the night
- collect the money from all the tills in your booth and take the money to the vault with the officer at the end of the shift.
- You will stay until the vault counts your money and you are balanced.
- Be sure to pick up a receipt with a printed name and sig verifying you are clear.
- Once you leave the stand, you are the sole person responsible for any losses shown for your stand shift. The Group is to make sure all tills are balanced before you leave to turn in the monies to the vault, so you have full support of the group getting all together. If all balance, there is no problem.

**2 – Expediter**

- Helps keep drinks filled, chip boats full, and get anything the persons working on the tills need to expedite service to the customers. Sweep and mop and keep the area clean. Also keep an eye on the stock room and be sure anyone borrowing items fills out the necessary paperwork as required.

**3,4,5,6 – Till workers**

- Assist customers and ring up sales

Upon arrival the Stand Lead will pick up the money from the vault and the Chef's coats from downstairs.

The Expediter and the Till workers will arrive and go to the booth to start the inventory and prep the stand for the event.

At the end of the night all tills will be counted and balanced before anyone leaves. After the tills are balanced and the Stand Lead collects the monies, the group can finish any final count inventory required and the Stand Lead may leave with the guard to proceed to the vault with the money. The Stand lead at this point of leaving the stand is solely responsible for any shortages that come apparent. You are responsible for staying at the vault until the money is counted and you receive a signed and printed name of the person signing you out as balanced. By rotating these positions, this will alleviate one person from being responsible for this all the time.

If you are still interested after reviewing this material, please send an email directly to Cindy at [cnuffee@yahoo.com](mailto:cnuffee@yahoo.com). Please be sure to confirm the email you want communications to as well as a contact phone number. The list we receive will be confirmed back to you and sent on to Levy. If after you go through training, you decide not to work with this fundraiser that is ok. This is a great opportunity but it is your choice.