

## MN KIDS CAMP JOB DESCRIPTION – MEAL COORDINATOR

### OBJECTIVE

Coordinate meal servers for each meal. Be the point person between the Assistant Coordinator and kitchen staff. Meals do not start until all workers are in place. You make this happen!

### REPORT TO

Assistant Coordinators

### RESPONSIBILITIES

#### Pre-camp

1. Pray for all campers, volunteers and Evangelists.
2. Read and understand the Camp Volunteer Manual.

#### Camp

- Arrive day before camp to assist with set up and getting systems in place for that camp session.
- 1. Create a service schedule for serving meals based on who is available for each meal.
  - Breakfast – 10 people:
    - A-Team Members – every A-Team member should serve at least once a day
    - Rec Team – list “rec team” on the schedule and the Rec. Coordinator will assign specific people from the team to the help. Connect with Rec Director so they know to do this.
    - Storekeepers
    - Videographer
  - Lunch – 14 people:
    - A-Team Members – every A-Team member should serve at least once a day
    - Color Team Pastors
    - Worship Team
    - Sound Tech
    - Bankers
    - Videographer
  - Dinner – 14 people:
    - A-Team Members – every A-Team member should serve at least once a day
    - Storekeepers
    - Night Watch
    - Videographer – except Day 3
    - Bankers
  - Exec Staff & Office Help – as needed
- 2. Make sure copies of the meal schedule are ready to be passed out to each person on the schedule at the “Staff Check-in” table during check-in Day 0 and Day 1.
- 3. Cut off wristband tails during Day 1 lunch and camper orientation.

- 4. Ensure all workers scheduled are at their station 10 minutes before the meal.**
  - **Do whatever necessary to so that the meal will start on time.**
  - **Make sure there is one person at the salad bar every meal to make SB & J sandwiches (sunflower butter, not peanut butter) for kids who don't like what is for the meal.**
  - **Follow up with those who did not show up, find out why and do what is necessary to get them to their next appointment. You may also reschedule them an extra meal to offset those who took their place.**
- 5. Follow the color schedule to determine when groups are to enter the cafeteria.**
- 6. Help with crowd control in the Worship Center during all services as well as Halftime (counselor break). Interact with the kids and be willing to assist with disciplinary problems when necessary.**
- 7. Collect Evaluation forms Day 4 at breakfast. Groups are not allowed to enter breakfast unless they have their Spiritual Evaluations.**
  - **Turn all forms into Office before you leave camp.**