



breakthrough

JOB DESCRIPTION

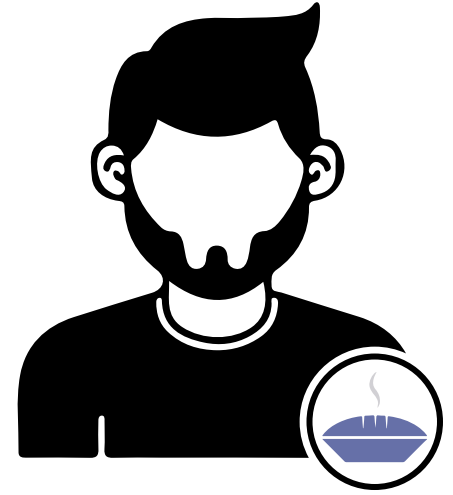
Team Food

Purpose

The team member in charge of team food will keep the trainers and team members well fed and hydrated.

General Description

As the team member responsible for food, it will be your job to oversee the preparation and provision of food and beverages for the team and the trainer during the training (and prior to the training, if requested). This includes being alert to the needs of the trainer during the training itself. This job requires the ability to plan on a limited budget, to prepare creatively, and to be sensitive to the needs of others.



Before the Training

- ➔ Assess what meals, beverages, and other refreshments will be needed for the team and the trainer.
- ➔ Determine, with the sponsor, an accurate head count for the number who will be at each meal (including volunteers outside the training room, such as doorkeepers and other guests.)
- ➔ Be aware of and **plan for any dietary restrictions**, especially those of the trainer. One week prior to the training, be sure to double-check with the sponsor regarding any special dietary needs for the trainer.
- ➔ Create a simple, healthy menu; save all receipts for any foods bought.
- ➔ Enroll past graduates and other volunteers to help you prepare the food in advance.
- ➔ Create an accurate list of who is bringing what food items and at what time. Be prepared to communicate this information to the lead doorkeeper and all doorkeepers.
- ➔ Check the training location in advance: Determine if refrigeration is available. (If there is no refrigeration, borrow a sufficient number of ice chests from the team or other sources. Add sufficient quantities of ice to your daily supply list.)
- i Determine how the food will be set-up during the sessions.
- i If the location is other than a hotel, determine whether or not a water station will be needed.
- i Access what equipment will be needed, including tables, coffee pots, garbage cans, etc.
- i Create a box designated for food related items such as paper goods, cups, utensils, napkins, etc.
- ➔ Anticipate having a thermos of coffee/tea ready for the trainer (put by the trainer's table) every morning, refreshing it throughout the day and evening. Also, plan to have bottled water ready for the trainer throughout the day.
- ➔ Prior to buying anything, communicate with the sponsor on what you anticipate having to purchase overall and the expected budget

During the Training

- ➔ During Breakthrough, you and your volunteers will need to:
- ➔ Ensure that all meals are prepared and served on time.
- ➔ Monitor the supply of food and drinks, and purchase more if needed.
- ➔ Set out food during breaks and keep the food station clean.
- ➔ Put all food (and ice chests) away at least four minutes before the one-minute warning to team grounding.
- ➔ Clean up the food station area at the close of each day's sessions.

THE FOLLOWING MEAL TIMES ARE APPROXIMATIONS. As such, we strongly suggest having the food prepared and ready before these approximate times. This is especially true for lunch, when the breaks are much shorter and, therefore, there is less margin of error.

For lunch, because of the variables in when the food will be served, it is better to serve something low-maintenance (e.g., sandwiches) which does not run the risk of getting cold.

- ➔ Wednesday Night Room Set-Up Refreshments
- ➔ Thursday Lunch 1:45 PM Dinner 6:15 PM
- ➔ Friday Lunch 2:00 PM Dinner 5:45 PM
- ➔ Saturday Lunch 1:00 PM Dinner 5:30 PM
- ➔ Sunday..... Lunch 1:00 PM Dinner 6:00 PM

Note: Preparing a team breakfast is optional

After the Training

After the conclusion of the training, you will need to:

- ➔ Clean up the food station area completely
- ➔ Provide an accounting to the sponsor for monies spent, turning in all receipts
- ➔ Thank your volunteers
- ➔ Return all borrowed and rented equipment
- ➔ Return all paper goods and non-perishable foods to storage area, and turn in an inventory list to the sponsor in preparation for the next training event