

# Lake Geneva Kids' Camp

## Meal Coordinator Job Description

### Objective:

Coordinate meal servers for each meal. Be the point person between the kids' camp senior leadership and kitchen staff. Meals do not start until all workers are in place. You will 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**

1. Create a service schedule for serving meals based on who is available for each meal.
  - Breakfast – 10 people:
    - Grandparents – every grandparent 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.
    - Storekeepers
    - Videographer
  - Lunch – 14 people:
    - Grandparents – every grandparent should serve at least once a day
    - Storekeepers
    - Worship Team
    - Sound Tech
    - Bankers
    - Videographer
  - Dinner – 14 people:
    - Grandparents – every grandparent should serve at least once a day
    - Color Team Pastors – except Thursday
    - Night Watch
    - Videographer – except Thursday
    - Bankers – Thursday only
  - 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 on Sunday night and Monday morning.

## **Lake Geneva Kids' Camp Meal Coordinator Job Description – cont.**

3. Cut off wristband tales during Monday 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).
7. Collect Evaluation forms Friday at breakfast. Groups are not allowed to enter breakfast unless they have both Counselor Evaluations and Spiritual Evaluations.
  - Turn all forms into Office before you leave camp.