

General Bible Quiz Food Service Coordinator Job Description

Job Title: Food Service Coordinator

Reports To: QAC Executive Committee

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Prepared Date: 06/09/2007

SUMMARY The food service coordinator will be responsible for working with site food manager to coordinate a smooth and efficient dining experience for the event participants

SUGGESTIONS

1. This person must be available prior to the start of the event to meet with the food service coordinator and familiarize themselves with the serving process.
2. This person must be willing to work closely with the campus staff.
3. Explain to quizzers, coaches, and all personnel that you can enter and leave the cafeteria one time only. It would be best to put this in writing at the very beginning of the quiz tournament. **BE FIRM AND SPECIFIC.** Counts are **VERY IMPORTANT.** **NO EXCEPTIONS.** **IT COSTS MONEY WHEN PEOPLE REENTER.**
4. Do not stay when the time frame for the meal is over to play games, have team meetings, or just to visit. Workers need to clean up so they can go home or get ready for the next meal.
5. If eating facilities are crowded, do not linger. Others need to have a place to sit and eat.
6. Use a small notebook to keep notes.
7. A cooler with wheels may be needed to get ice from another area.
8. It is best to have 2 or 3 extra people helping for all meals.
9. More help is needed for special projects such as barbecues, outdoor pizza parties, etc. This extra help is needed to move tables, check names off lists, pour drinks, etc. The number needed depends on the complexity of the project.

TIME COMMITMENT

Pre-Event	Planning should start 1-2 days prior to event
Event	2-3 hours per meal time – be available prior/during/after each meal.
Post Event	None

Total commitment: Approximately 45 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

1. Meet with the facility food service manager to discuss needs, build a relationship and discuss flow thru the cafeteria

Tournament Duties

A. Duties During Meals

1. Work with food manager before every meal to make sure items are ready. Be familiar with all food areas so you can assist people. Be available 15-20 minutes before each meal to help.
2. Assist food service personnel as needed to keep the lines moving quickly.

3. Keep checking food and drink areas (and trash) so as to inform food service personnel when items are low and need to be filled.
4. Consistently check food areas for excessive trash left on tables.
5. Monitor behavior and noise levels as necessary.

B. Duties Between Meals

1. Make sure water (and possibly snacks) are available to all officials and workers.
2. Have water available for quizzers and workers for ministry projects or other outdoor activities.

Post-Tournament Duties

NONE

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.