

ELIOT INSTITUTE
NEW YEAR'S FEAST COORDINATOR
[Winter Eliot]
(Updated May 2013)

SELECTION: The Feast Coordinator is selected and appointed by the Winter Dean and is responsible to the Dean.

QUALIFICATIONS: The ideal candidate for this position will have had experience in preparing quality food for large groups. Good organizational and interpersonal skills are essential. Experience in the Food Services Industry and access to wholesalers are definite assets.

GENERAL RESPONSIBILITIES: The Feast Coordinator is responsible for the planning, acquisition, preparation, and serving of food and beverages for the New Year's Eve Midnight Feast, and for various refreshment breaks and social events during Winter Eliot. These services are beyond those normally provided by the staff of Seabeck Conference Center.

SPECIFIC RESPONSIBILITIES: [See Time Line for details.]

NEW YEAR'S FEAST COORDINATOR
TIME LINE

BEFORE CAMP

- ___ Review with the Dean (or, if necessary, the Treasurer) the specific budget allocated to the Feast Coordinator for this conference. This budget may be determined on a "per capita" basis. (It is advisable to plan to be under budget, because unexpected costs always arise.)
- ___ Discuss with the Dean:
 - the general type of New Year's Feast required;
 - the number of refreshment breaks and social events for which you will be responsible;
 - the types of refreshments to be served at breaks and social events (e.g. coffee, tea, cocoa, juice, soup, chili, etc.)
- ___ Check with the Registrar to determine the anticipated enrolment for the conference.
- ___ Prepare a menu for the Feast. Simpler menus always perform best. (Remember: a large assortment of both hot and cold foods only increases the chaos and stress level.) Be sure to plan a vegetarian offering.
- ___ Plan your refreshments for breaks and social events.
- ___ Communicate your menu plans and total projected costs to the Dean, and confirm your final budget figure.
- ___ Contact the Executive Director of Seabeck Conference Center and arrange for the use of the Pines kitchen facilities.

- ___ Arrange for the required utensils, mixers, plates, cutlery, cups, etc. Some cooking utensils may be available on loan from Seabeck. Disposable plates, cups, cutlery, napkins, etc. may have to be purchased elsewhere.
- ___ Purchase all required food, beverages (non-alcoholic), and supplies prior to your arrival at Seabeck and arrange for their transport to Seabeck.
- ___ Ensure that all expenditures are within your budget as determined by the Dean.

FIRST DAY OF CAMP

- ___ Attend Camp Staff meeting
- ___ With the assistance of the Volunteer Coordinator, advertise at camp for assistants to help you prepare and serve the Feast, and to assist with cleanup (also at breaks and social events as required).

DURING CAMP

- ___ Prepare and serve at planned times, as arranged with the Dean.
- ___ Ensure that all your food and beverage preparation and serving areas are cleaned up immediately after use.

LAST DAY OF CAMP

- ___ Be sure all equipment borrowed is returned to its rightful owner.
- ___ Clean space used for preparation
- ___ What happens to leftover food, supplies?

AFTER CAMP

- ___ If not done at camp, submit to the Dean, within two weeks
 - all outstanding expense vouchers;
 - a final accounting for your services; and
 - any recommendations for future conferences.