

**ELIOT INSTITUTE  
FEAST MASTER  
[Winter Eliot]  
(Revised January 2017)**

**SELECTION:** Selected by and 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:** 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 Timeline]

**FEAST MASTER  
TIMELINE**

**BEFORE CAMP**

- \_\_\_ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- \_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_ Review with the Dean (or, if necessary, the Registrar) the specific budget allocated to the Feast Master 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.
- \_\_\_ Arrange for the required utensils, kitchen equipment, plates, cutlery, cups, etc. Disposable plates, cups, cutlery, napkins, etc. may have to be purchased. Eliot has a supply of some kitchen equipment. Contact the Dean to get a current inventory.

- \_\_\_ Purchase all required food, beverages (non-alcoholic), and supplies prior to your arrival at Seabeck and arrange for their transport to Seabeck. Be sure perishables are kept at appropriate temperature.
- \_\_\_ Ensure that all expenditures are within your budget as determined by the Dean.

### **ARRIVAL DAY**

- \_\_\_ Attend Camp Staff meeting
- \_\_\_ See Storage Closet Manager to get supplies stored at Seabeck.
- \_\_\_ 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 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? See “Ideas, Hints, and Tips” below.
- \_\_\_ On the final day, if you received a bin from the inventory closet, ensure that all supplies and equipment belonging to Eliot are accounted for, returned to the inventory bin, and packed neatly. Return the bin to Lower Colman and provide the Storage Closet Manager with an updated inventory list. Ask Golf Cart Coordinator for transport assistance, if needed.
- \_\_\_ Submit receipts for reimbursement to the Dean.

### **AFTER CAMP**

- \_\_\_ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

## **IDEAS, HINTS AND TIPS**

### **LEFTOVER FOOD:**

- If camp doesn't end on January 1, the leftovers can go at coffee or for social hour.
- Be aware that Seabeck can't/won't take what is left over. Food regulations.
- If camp ends on January 1 divide the left overs into gallon zip lock bags and encourage those that helped with dinner or who are helping clean up to take what they can use. It is essential that the food be in family size quantities and carefully refrigerated.