



Volunteer Position: Jackrabbit Food Coordinator

Purpose: To ensure food services to Club members for Jackrabbit events.

Key Responsibilities:

- Organize food services (BBQs) for Jackrabbit events such as the season kick-off, time trials, Jackrabbbit Olympics, and Family Ski Day
- Maintain and adhere to food services budget.
- Keep current on municipal regulations concerning food safety and food handling.
- Provide recommendations to ensure quality events are planned and occur.

Length of Appointment: One year (minimum)

Time Commitment:

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May as necessary to provide relevant communication regarding any issues or concerns about food services at Jackrabbit events.
- One hour (approx.) for permit completion and submission prior to each event.
- Three to five hours the week in advance of an event to arrange for supplies (food and equipment).
- Approx. two hours prior to each event's start time, the event duration, and two hours after the event.
- Periodically for event meetings, emails, and telephone calls.

Qualifications:

- Organizational skills, ability to lead a team and work in a team environment.
- Interest and ability in hospitality services and food preparation
- Communication skills
- Records management (keeping track of expenses, budget, and order numbers to help for future years).



Support: Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

Tasks:

- November/December: Consult the Club Calendar and Jackrabbit Schedule, and discuss with VP Programs and/or Jackrabbit Coordinators event details (e.g., audience numbers, menu, times, etc...). Revisit these details with event organizers as dates approach.
- December – March: Complete and submit Temporary Food Permits to Algoma Public Health (APH). Keep current on food safety practices. Adhere to APH requirements.
- December – March: Shop for supplies (food and non-food related like cups and propane) and monitor budget allowances. Submit expenses for reimbursement.
- December – March: Check food serving equipment prior to each event, communicate any needs to event organizer or committee chairs, arrange for necessary repairs or updates (e.g., filling propane).
- December – March: Keep track of food usage for future estimates of supplies and next year's budget.
- December – March: Communicate to event organizers how many volunteers are needed to help set up, cook, serve, and clean up. Work with event organizer to arrange for these volunteers.
- December – March: Cook, serve, and clean up at events.
- December – April: Evaluate food services at each event and suggest any improvements for the next event or next year's same event.