Cooking Coordinator

The first step is to sit down with your Pastor and get a clear vision of this outreach from him. Your responsibility is to coordinate all cooking needs. You may be the cook or assist the cook.

- What are the different areas of feeding that will be addressed, and what is their priority?
    - Meals for Outreach
    - Meals for Teams
    - Meals for Church

1. Prepare a menu for the week.

2. Meet with Volunteer Coordinator to determine the schedule for the week and the amount of incoming personnel, and the number of people you will need

3. Set a schedule for Meal Times.

4. Meet with the incoming Team Lead or have a group meeting of all volunteers.

a. Determine if there are any dietary restrictions for the team/group.

b. Convey to the Team Lead/Group that you are there to prepare meals for the team and to take into consideration any allergy considerations you are not there as a personal chef.

c. Share the meal schedule and menu for the week with the Team lead/Group. Primary meals are Breakfast and Dinner. You can lay out supplies for team members to make their own sack lunch in the morning before departure.

d. Convey to the Team Lead/Group that individuals should take moderate servings and can always go back for seconds. Express to the team Lead you will Try and modify the quantity of food served so everyone is sufficiently fed with minimum left overs (A tricky job).

9. Be in constant contact with the Team Lead on the weeks schedule, as you know Things will change and also the Team may elect to Dine out.

10. Be in prayer for the Deployment, Team and yourself.

11. Convey to the Team Lead you would like to be included in any Debriefing, Prayer, Devotion or Worship Times the Team is going to have.

12. Keep track of all expenditures with receipts for Reimbursement.

a. Ask the Operations Lead if they want you to purchase all items using your finances and then be reimbursed weekly.
b. Cooking Reimbursement Form.

13. Schedule your shopping around meals.
    a. Depending on refrigeration constraints, you may have to shop every day or every other day.
    b. Shopping guidelines - How many people per meal?
    c. Be sure to include water, Gatorade, and ice daily.

14. See Meal List for suggestions