

Community Center Coordinator

This position requires someone who is willing to commit to attending the Dragonfest Staff Meetings prior to the festival as well as committing to a three year stint as the Community Center Coordinator. The successful applicant will be responsible for the following: Creating the kitchen plan/menu for each years festival, maintain a working inventory of all kitchen equipment, replace any lost, worn out and/or damaged equipment, create a healthy, appetizing menu, order the necessary food, verify the delivery of ordered supplies and work within a specified budget. This will also include the traditional “Bob Keys Stone Soup” held on Saturday of the festival. The successful applicant will also be responsible ensuring all volunteers are properly informed/trained.

Pre-festival duties consist of the following:

- Attend Dragonfest Staff Meetings as necessary or required
- Submit all necessary information pertaining to the department to the Publications Coordinator
- Attend the site visit in order to insure the spot needed for Community Center is available and locked in.
- Budget management
- Menus, including the Stone Soup menu (bring samples of soup for staff to taste)
- Inventory : Equipment/Food
- Ordering food supplies
- Ensure the Kiosk Coordinator/Lieutenant has the Volunteer Shift Requirements.
- Recruiting three lieutenants and ensure all Lieutenants know this is a three year commitment.
 - 1st year: Training
 - 2nd year: Running a kitchen
 - 3rd year: Coordinator

Festival duties consist of the following:

- Arrive on site day of set up to be available for Setup Crew to verify location of setup and to inventory all equipment.
- Conduct Volunteer Safety Orientation and assess skills for proper placement of volunteers on the Duty Roster.
- Receive and inventory the delivery of ordered food/supplies
- Daily set up, stocking, cleaning and reordering of food supplies based on attendance.
- Supervise daily operations of Main and Auxiliary kitchens.
- Maintain accurate records on a daily basis of staff attendance, supplies etc.
- Stone Soup
- Collate all daily reports into one report
 - Two copies, one in the Kitchen Book the second to the Director of operations.
- Break down of the kitchen
- Post festival inventory of all kitchen equipment and give a report to Head of Ops of any lost, damaged or defective equipment.

Post-festival duties consist of the following:

- Post festival meeting with Lieutenants to discuss kitchen management during festival and any suggestions for improvements that need to be made.
- Hand off Kitchen Book to First Lieutenants as he/she will be the Coordinator the next year
- Turn in all receipts to Head of Ops

Community Center Lieutenant(s)

This position requires someone who is willing to commit to a three year training stint as the Community Center Lieutenant. The successful applicant will be responsible for the following: Assisting the Community Center Coordinator in creating the kitchen plan/menu for each year's festival, maintain a working inventory of all kitchen equipment, replace any lost, worn out and/or damaged equipment, create a healthy, appetizing menu, order the necessary food, verify the delivery of ordered supplies and work within a specified budget. This will also include the traditional "Bob Keys Stone Soup" held on Saturday of the festival. The successful applicant will also be responsible ensuring all volunteers are properly informed/trained.

Pre-festival duties consist of the following:

- Attend Dragonfest Staff Meetings as necessary or required.
- Attend the site visit in order to insure the spot needed for Community Center is available and locked in.
- Assist with inventory : Equipment/Food
- Assist Coordinator with menus, budget, food ordering and stone soup.

Festival duties consist of the following:

- Arrive on site day of set up to be available for Setup Crew to verify location of setup and to inventory all equipment.
- Assist the Community Center Coordinator with Volunteer Safety Orientation and assess skills for proper placement of volunteers on the Duty Roster.
- Assist the Community Center Coordinator with the receiving and inventory the delivery of ordered food/supplies
- Assist the Community Center Coordinator daily set up, prep, cooking, stocking, cleaning and reordering of food supplies based on attendance.
- Assist the Community Center Coordinator in maintaining accurate records on a daily basis of staff attendance, supplies etc.
- Oversee food lines
- Assist with Stone Soup
- Be available on site when needed to ensure volunteers are in place when the Coordinator is unable to be there.
- Assist in the supervision of daily operations of Main and Auxiliary kitchens
- Assist in the break down of the kitchen
- Assist in the post festival inventory of all kitchen equipment

Post-festival duties consist of the following:

- Post festival meeting with the Community Center Coordinator to discuss kitchen management during festival and any suggestions for improvements that need to be made.
- Turn any receipts to Community Center Coordinator

Auxiliary Lieutenant

This position requires someone who is willing to commit to a three year training stint as the Community Center Lieutenant. The successful applicant will be responsible for the following: Assisting the Community Center Coordinator in creating the kitchen plan/menu for each year's festival, maintain a working inventory of all kitchen equipment, replace any lost, worn out and/or damaged equipment, create a healthy, appetizing menu, order the necessary food, verify the delivery of ordered supplies and work within a specified budget. This will also include the traditional "Bob Keys Stone Soup" held on Saturday of the festival. The successful applicant will also be responsible ensuring all volunteers are properly informed/trained.

Pre-festival duties consist of the following:

- Attend Dragonfest Staff Meetings as necessary or required.
- Attend the site visit in order to insure the spot needed for Community Center is available and locked in.
- Assist with inventory : Equipment/Food
- Assist Coordinator with menus, budget, food ordering and stone soup.

Festival duties consist of the following:

- Arrive on site day of set up to be available for Setup Crew to verify location of setup and to inventory all equipment.
- Set up the Auxiliary Kitchen
- Oversee the daily activities of the Auxiliary Kitchen, to include supervising volunteers, ensuring the kitchen is opened and closed at appropriate times
- Ensure coffee is prepared, setup and muffins are available
- Keep attendance and usage records
- Assist with Stone Soup
- Break down of the Auxiliary Kitchen
- Post festival inventory of all Auxiliary Kitchen equipment and give a report to the Community Center Coordinator of any lost, damaged or defective equipment.

Post-festival duties consist of the following:

- Post festival meeting with the Community Center Coordinator to discuss kitchen management during festival and any suggestions for improvements that need to be made.
- Turn any receipts to Community Center Coordinator

