

GALLATIN CANYON WOMEN'S CLUB (GCWC)

JOB TITLE: COMMITTEE CHAIR OF BIG SKY KID'S BREAKFAST

JOB SUMMARY: PROVIDE BREAKFAST FOR BIG SKY KID'S PARTICIPANTS AND PROGRAM VOLUNTEERS AT TAYLOR FORK CAMPSITE

JOB RESPONSIBILITIES AND DUTIES:

- Obtain Total Number of Breakfast Attendees
 - Be sure to include GCWC volunteers

 - Coordinate Volunteers to ensure you have food preparers, servers, drivers, set up and take-down staff
 - Work with List from GCWC of Volunteers
 - Request Additional help at meetings, if needed

 - Prepare Menu and Obtain Food Items
 - Request donations from GCWC members
 - Shop for other food items

 - Obtain all Necessary Equipment and Supplies
 - Take Inventory from Previous Year
 - Schedule items to be borrowed
 - Determine if you have to rent or purchase any additional items

 - On Day of Breakfast:
 - Prepare any food items
 - Transport all equipment, supplies and food
 - Meet volunteers and proceed to Camp Site
 - Set Up, Serve, Take Down
 - Return borrowed or rented items
 - Distribute leftover food
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