

# Community Dinners Roles

2023-2024

## **Ministry Leader/Co-Leaders (1-2 per semester)**

This person(s) is responsible for growing the team of volunteers, supporting and encouraging ministry participants, anticipating and resolving challenges, and fostering effective communication between volunteers, staff and other stakeholders. They work in partnership with the Staff Liaison and Clergy Champion on planning, facilities, finances, marketing and other church resources. The person(s) in this role serves for a full semester.

## **Head Chef (1 per week)**

This person and their team are responsible for preparing and serving the food for their designated meal and for facilitating kitchen clean-up, including dishwashing. They also recruit and coordinate the work of the Meal Coordinator and Kitchen Team volunteers. See *Head Chef Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

### **Co-Head Chef (1 per week)**

This person ensures that the necessary food and supplies are procured for each meal. They work closely with the Head Chef to ensure they have what is needed for the meal within the designated budget. See *Meal Coordinator Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

### **Kitchen Team (4+ per week)**

Volunteers in this role support the Head Chef with preparing and serving the food for their designated meal and assist with kitchen clean-up. They also invite others to join the team. See *Kitchen Team Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

### **Clean Up Crew (2 per week)**

Volunteers in this role support the Head Chef and Kitchen Crew by cleaning up after serving the meal. They also invite others to join the team. See *Kitchen Team Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

## **Front of House Lead (1 per week)**

This person and their team are responsible for room setup, room clean-up, beverage service, guest check-in, guest hospitality (e.g., decorations, entertainment, etc.) and future reservations. They also recruit and coordinate the work of the Front of House Team volunteers. See *Front of House Lead Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

### **Front of House Team (2 per week)**

Volunteers in this role support the Front of House Lead with room setup, room clean-up and beverage service and assist with guest hospitality. They also invite others to join the team. See *Front of House Team Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

### **Check In and Sell Meals (1 per week)**

Volunteers in this role checks those who have pre-paid for their meals, and sells to walk-ins, as well as individuals who want to purchase future meals. This Volunteer supports the Front of House Lead with room setup, room clean-up and beverage service and assist with guest check-in, guest hospitality, and reservations. They also invite others to join the team. See *Front of House Team Checklist* for specifics. Volunteers can choose which week(s) they serve in this role.

### **Sell Bridge Bread (1 per week)**

Volunteers in this role sets up a table with provided signage and baskets, sells the provided Bridge Bread products, and cleans up. Volunteers can choose which week(s) they serve in this role.

## **Staff Liaison**

This person partners with and supports the Ministry Co-Leaders and is a liaison to church staff to ensure support around planning, facilities, finances, marketing and other church resources. This person also assists the Check-In volunteer and helps sell future meals.

## **Clergy Champion**

This person advocates and champions the program throughout the faith community and assists with program vision and strategic planning.

\* *Persons may serve in multiple roles as the Community Dinner volunteer team grows.*

*Updated 7/10/2023*