SNACKS

Overview

As the team member responsible for food, it will be your job to oversee the provision of snacks and beverages for the training participants. This includes being aware of additional needs such as coffee maker, hot water maker for tea, a cooler if needed, paper goods, etc. This job requires the ability to plan on a limited budget, to prepare creatively, and to be alert to the needs of others.

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Responsibilities Before Training

1. Determine from the Sponsor the budget, and what snacks and other refreshments will be needed.
2. Develop a list of potential volunteers (with the Sponsor) to enroll in bringing meals for the team.
3. Determine (with the Sponsor and Team Captain) an accurate head count for meals (including any guests).
4. Coordinate meals with team members to ask for help as needed if a cooler, or additional items such as coffee pot or other items are needed.
5. Be aware of the number of participants nearer to the close of registration so that your food and drinks correspond with the number.
6. Keep all receipts for reimbursement.
7. Check the training location in advance to determine the following:
    - Any needed equipment (tables, coffee pots, carafes, garbage cans, coolers, mini fridge, microwave, toaster oven, etc.)
    - How food will be set up during the sessions.
8. Purchase all food, snacks, beverages, paper products, and other needed supplies. (Paper products and other supplies may be available from previous GAP events; talk to the Sponsor about this in advance.)

Responsibilities During the Training

1. Ensure that all snacks and beverages are prepared and displayed in time for the start of training and/or breaks.
2. Keep the food station clean during the training.
3. Have a beverage/snack table replenished at all times.
4. Monitor the supply of food and drinks, purchasing more if needed, and the Sponsor agrees.
5. Clean up the food station area at the close of both day's sessions, enrolling help from other team members.

Responsibilities After TL

6. Clean up the food station area completely.
7. Provide an accounting to the Sponsor for monies spent along with all receipts for reimbursement.
8. Return all borrowed and rented equipment.
9. Return all paper goods and non-perishable foods to the storage area (if applicable).