

## *Job Descriptions – What do team members do?*

- *Kitchen*

### *The Responsibilities and Privileges of a Kitchen Cha*

#### **1. Purpose and Atmosphere**

The purpose for costumes, themes, decorations and silly stuff is to give the guests and team a real break from studying, concentrating, sitting and listening if for only a few minutes during meals.

It feels more like a break when the environment changes.

Smiles are our goal here.

Primarily, though, we hope the pilgrims will want to spend time getting to know each other. So be silly at the door and then get busy being a happy servant.

Just remember that our prayer is to be responsive to the Holy Spirit in everything. Our fun and enthusiasm have already been proven.

Our new guests may adapt to the ridiculous at a slightly slower pace than those of us who can't wait to be a chicken !

#### **2. Team Meetings**

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. A light breakfast is provided as team members arrive. It is the Kitchen Chas' responsibility to see that juice, coffee and fruit and/or pastries, etc. are provided. That means, "Please ask the 4th Day Community to help provide and set-up for Team breakfast". We are always tempted to do it ourselves, but there may be others who would enjoy having a part in serving the team when they may be unable to serve on the weekend.

##### **First team meeting -**

- get to know each other and the responsibilities of Kitchen chas.
- brainstorm ideas for themes
- assign responsibility for planning the theme for each meal to individual chas
- arrange for Kitchen supplies to be brought to the next team meeting

### **Second team meeting**

- survey available Kitchen supplies
- make a list of items needed
- ask for help at team meetings with food for the Thursday reception
- pass a sign-up sheet for reception goodies
- ask team for help with theme related decorations, costumes, placemats, even tablecloths, candelabra, or chickens

### **Third team meeting**

- collect Kitchen palanca and supplies brought by team
- plan for additional needs
- review menu from the camp staff and rearrange to coordinate themes
- work on music ideas
- work on skit ideas
- remind team about bringing refreshments for Thursday night
- pray for fun

## **3. Supplies**

### **Potential Themes:**

Valentine  
Mexican  
Italian  
Farm/Country  
Rainbows  
Olympics  
Noah's Ark  
Far East  
Cruise ship  
Disney  
Country/Western  
Wedding  
Rock n'Roll  
Biker Convention  
Exercise/Aerobics  
St. Patrick's Day  
Chickens

**Assorted Supplies:**

- room decorations
- table decorations
- costumes
- theme music, tapes or cd's
- tape/cd player
- sound system w/microphone
- blessing banners
- blessing cards for tables

**Vests**

- cowboy
- rainbow

**Aprons**

- white
- rainbow
- chicken

**Hats**

- sombreros
- rainbow visors w/batteries
- cowboy hats by the herd
- derbies

**Other**

- assorted paper table cloths
- assorted paper placemats
- assorted paper napkins
- glass vases for flowers

Be cost conscious. God will provide all we need to bring this weekend together. Work together to use Reunion groups and resources in your area to avoid unnecessary receipts. The team often has decorations or costumes etc. at home that may be on loan for the weekend.

Ask your Head Cha for average budget amounts for your area.

- If you have receipts to submit, mark with your area, your name, and your address.
- If you make a donation for supplies, please turn in your receipts marked DONATION, DO NOT REIMBURSE.

Turn in all receipts to the Head Cha for reimbursement or cataloging. We need to catalog all our expenses for future teams.

#### 4. Set-Up

Set-up at camp on Thursday will include a time for team meetings. Allow plenty of time to set-up for all areas of service.

##### **Reception**

- set-up tables for refreshments at the guest's reception location
- collect snacks and drinks as they arrive with team and 4<sup>th</sup> Day
- decorate tables and prepare drink station.
- be prepared to serve and replenish refreshments during the reception.

##### **Storage And Supply Area**

- Camp Dixie and Camp Hanes have rooms alongside the dining room that can be blocked off with sheets or closed doors to hide decorations and costumes
- tables are available for organization of supplies
- divide decorations and palanca by themes and set-up for quick access in order of meals

##### **Dining Hall**

- plan the daily set up for serving tables, dining tables and chairs. Space is tight. You may set up several tables and chairs during the reception so people can sit and chat as they wait for guests to arrive. This will also speed set up for Friday breakfast.
- set up sound system in the dining hall for announcements. Be prepared to unplug the noisy ice maker and the heater.

When guests arrive to register Thursday, some kitchen chas may help by transferring luggage to the rooms and helping outside chas as required.

One or two kitchen chas will help keep the tables stocked with refreshments and drinks.

#### 4. Responsibilities

##### **Reception**

- request snacks, drinks and refreshments for reception
- set-up and serve at the Thursday night reception.

##### **Meals**

- Camp staff cooks for meals. Menus are planned in advance and are provided by the camp.
- Discuss the menus before the weekend so that chas can be prepared for theme related requests.
- Camp kitchen staff is very cooperative about switching menus to reflect the theme for the meal (i.e., tacos for Mexican theme). They have even complied with our special requests! (Green milk for cereal and green grits on St. Patrick's Day!)
- Kitchen chas are responsible for setting tables with dishes, silverware, glasses, napkins and decorations for each meal, Friday breakfast through Sunday lunch.
- Kitchen chas serve beverages throughout the meals and bring second helpings.
- keep an eye on **special dietary needs** (how many vegetarians, diabetics, etc. and who are they?)

- attempt to honor special requests for guests. We speak to outside chas if something is not available at camp.
- Kitchen chas are responsible for continuing clean up of the serving area. Some sweeping, mopping duties may be required. Please consult camp staff for what they would like for us to do following each meal.

### **Comic Relief**

- We choose a theme for each meal of the Pilgrimage weekend. It is typically assumed that each succeeding theme may become progressively more elaborate, building up the fun, excitement and comic relief gradually over time.
- Decorations may include table arrangements, placemats, tablecloths, flags, favors, anything that may be hung, draped, stood, or propped without damage to the camp facilities.
- The Fourth Day community can provide almost anything your imagination conjures up, so be careful what you ask for.

*A somewhat reliable list of items that may be available for decorations or costumes is included in this information but double-check for condition and change of location before you count on any of these. We have a number of theme-related aprons, hats, and chickens.*

*We have a number of people who can come up with theme related background music.*

*You will have to provide your own sound systems at Camp Dixie; there is a built-in system at Camp Hanes.*

### **Kitchen Skit (Option of the Rector)**

- The Kitchen Chas are responsible for the ultimate silliness, the Saturday Night Skit. If you are skeptical about performing, just remember so were we!
- Pray for time to write it, for creativity and laughter
- The Saturday Night skit has no purpose that we can ascertain, but it occurs at a time during Decuria determined by your Rector.
- Have fun!