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# Building Healthy Families, Inc.

## Breakfast Coordinator Job Description

July 2017



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The role of the breakfast coordinator is to oversee the weekly preparations for the cold breakfast buffet. The coordinator may also do the shopping or another volunteer can be assigned to do the shopping. Breakfast runs from 9:30 to 10 AM.

### *Responsibilities*

1. Be available to from 8:30 AM to 10:15AM on Saturday mornings during the workshop.
2. Prepare coffee, note: coffee pot needs 15 minutes to warm up.
3. Tables need to be sanitized.
4. Breakfast items include a variety of: cold cereal, instant oatmeal, yogurt, string cheese, hard boiled eggs, fresh fruit, bagels or toast, and other healthy choices, drinks include bottled water, coffee, tea, cream and sugar. Food needs to be purchased each week.
5. Monitor paper goods (plates, cups, plasticware, napkins, and tablecloths) items are purchased as needed at the dollar store.
6. All weekly supplies are stored in bins which need to kept organized.
7. Submit receipts and requests for payment forms in a timely fashion.
8. Interact with families as a host(ess) to the meal.

### *Qualifications*

1. Must be at least 18 years old.
2. Able to provide own transportation to workshop.
3. Responsible, organized and dependable.
4. Willing to attend an orientation prior to volunteering.
5. Submit a volunteer application and submit information for a background check.