

# HOST TEAM FOOD

ON MISSION TOGETHER



## JOB DESCRIPTION

**Purpose:** to show hospitality through a simple morning tea, that helps us welcome newcomers and facilitate conversations.

### Tasks + Timing:

#### *A FEW DAYS BEFORE*

- **Divide up what to bring:** You'll be rostered with someone. Use the Elvanto app or login ([clovelly.elvanto.com.au](https://clovelly.elvanto.com.au)). Under the service date, find 'Volunteers > Food Team' and get in touch.

#### *BEFORE (arrive 20 minutes before the service starts)*

- **Dishwasher:** switch on (it takes an hour to warm up)
- **Table:** clean/clear the long wooden table and pull out from the wall
- **Plate up:** food if time permits. If you run out of time here, you might like to finish plating up during the last song.

#### *NEAR END OF MORNING TEA / SUPPER TIME*

- **Clear tables + any leftover food**
- **Wash/Dishwash + pack away**
- **Drain dishwasher: and switch off using instructions on wall**
- **Please DON'T leave leftover food in fridge**

#### *IDEAS & SUGGESTIONS*

- **FOOD IDEAS – Kids:** cut up fruit, sandwiches, slices, cupcakes, popcorn, cheese + crackers ... **NO NUTS PLEASE (including almond meal)**.
- **FOOD IDEAS – Adults:** biscuits, cake, crackers and dip, fruit and something for those with food allergies (eg, something gluten-free).
- **Note:** These are just ideas, not a list of required foods every week.

**Roster created by:** Office Administrator

**Reports to:** Food Coordinator  
(10am – TBC | 4pm – Louise Zeng)