

**Brentwood Christian School**  
**VIP Coordinator Job Description**

**Leadership Title:** Fall Festival Concessions Coordinator

**Overall Job Description:** Responsible for planning, organizing, purchasing and preparing food and related items as well as coordinating and supervising all volunteers before and on the day of the festival

**Essential Duties and Responsibilities** – In order to receive the full 20 credit hours, you must complete the following:

1. Plan the menu, the kitchen setup, and the number of volunteers needed.
2. Organize the setup of the kitchen and a large volunteer list of times and duties.
3. Purchase food items and all related items such as signs, menus, decorations, etc.
4. Prepare the actual food items, set up and decorate the kitchen and delegate volunteer duties.
5. Clean up kitchen and lunchroom areas after festival is over.
6. Document work to pass on to future Fall Fest Concessions Coordinator.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

**Talents/Skills/Experience:**

- Organization/follow through
- Patience/time available
- Communication skills/people person
- Physically fit/manual labor

Written By: Jewel Mattison

Date: July 26, 2010