

Kitchen Duties and Tasks

Kitchen Overview

The Kitchen Chairperson coordinates camp meals with the walk schedule, communicates with the walk Lay directors and Assistants on any dietary restrictions needed for pilgrims or team members. He/she is responsible for proper set-up and server staffing for walk mealtimes, provides food agape during the walks for snacks, coordinates needs for food agape and servers.

Kitchen Staffing

Kitchen Chairperson – (1) Member of the Emmaus Community Board and serves in that role a full calendar year, January through December. He/She may serve in that role for up to three years.

1-2 individuals to help with sign ups for food and for servers.

1-2 individuals to take a day during the walk to assist servers at camp.

Kitchen General Tasks

1. Coordinates camp meals with walk schedule and contacts Camp Kitchen Staff 2-3 weeks before the walk to verify number of team and pilgrims attending, and to report and special dietary needs.
2. Responsible for proper set-up and staffing for Walk mealtimes.
3. Provides food agape during Walk for snacks. This is done through sign up sheets.
4. Lines up servers for each meal. This is done through sign up sheets.
5. Attends walk for at least 1 meal a day to see if things are running smoothly and to help with meals as needed.

Responsibilities Three Months before the Event

- Make charts that list all food needs and meal serving needs, including arrival and serving times, during the Emmaus Walk.
- Take the charts to Gatherings to enlist volunteers for the kitchen.
- Invite accountability groups to serve together or assist in preparing a meal together.

Responsibilities Two Weeks before the Event

- *Make sure all food and server needs have been met (Check sign up sheets). If there are still food and server needs, request an email to be sent out to the community.*

Responsibilities at the Start of the Event

- Be sure food and supplies have been collected and delivered to the proper location.
- Set up area in dining room for servers to see notebook of procedures, aprons, and sign in sheets. There should also be a box to collect money if servers are planning to stay and eat after they serve.(Check with camp kitchen staff to verify the amount per meal.)

Kitchen Duties and Tasks

Responsibilities during the Event

- Maintain a servant attitude and be willing to adjust the kitchen schedule to accommodate the conference room activities when necessary.
- Prepare the tables with table agape before each meal at the direction of the Agape Coordinator, observing the agape guidelines.
- Remind volunteers that the Emmaus model calls for servants to remain as invisible as possible as they go about their tasks.
- Maintain a good spirit and camaraderie among the kitchen servants.
- Supervise/assist servers during the event.
- Keep a list of names of those who have helped, and submit it to the Leadership Chair for future reference.

Responsibilities after Meal Service Is Over

- Inventory, label, and pack up any supplies for use at the next event.
- Take home aprons and wash them. Bring them back to the next walk.
- *(Optional)* Distribute perishable foods to local soup kitchens. Some snacks may be used at a subsequent Gathering or Fourth Day Follow-up Meeting. People attending the closing can be invited to take any extra items they would like.

Updated by Kerrie Zeuch on 9/1/23