
Women In Rhythm - Womens Drum Retreat

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Event Food Coordinator

Weekend Retreat, August 9 - 11, 2024

6290 Lower Mountain Rd, New Hope, PA 18938

OVERVIEW

We are in search of an individual to serve as FOOD COORDINATOR for a 2 night, 3 day retreat event held at a retreat center. This person will coordinate planning, ordering, delivery, set-up, serving and cleanup for 6 meals for 75 - 100 women. (Friday dinner through Sunday Lunch) Food will be provided by hired caterers and food trucks, and there is minimal prep needed on-site. This person will be responsible for supervising and coordinating the food service for the retreat attendees for the duration of the gathering.

RESPONSIBILITIES

1. Work with retreat directors and vendors prior to the event to assist with meal planning and determine menu options and details of each meal.
2. Communicate with food vendors leading up to the event, with updates on the number of attendees and details for the serving options.
3. Prepare, setup, and manage the food service on-site for the duration of the event, including keeping contact with vendors about timing, location of delivery/service, dietary needs, supplies, etc,
4. Plan, stock and maintain a "Hospitality Center" for the duration of the event, containing tea, coffee, drinks, to-go snacks and fruit.
5. Arrange payment for vendors and deliver payments on the day of service.
6. Communicate to retreat attendees on the days of the event about where and when meals will be served.
7. Plan, supervise and coordinate cleanup of all meals, including dishwashing and kitchen clean-up.
8. Plan, purchase and pick-up (when needed) prepared meals, snacks and beverages from local providers during setup and during the event when necessary.

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9. Ensure that water, tea, coffee is available for attendees in the vicinity of all meeting and workshop areas.
 10. Plan and monitor the use of the lodge kitchen for attendees with special dietary requirements who are bringing their own food for the event.
 11. Remain on-site for the duration of the event.
 12. Arrive early as determined to set-up and prepare for the weekend.

SPECIFICATIONS

- Previous experience with catering, meal planning prep and/or event management for large groups.
- Desire to feed the bellies and souls of dozens of women during a hot summer weekend.
- Well-organized, detail oriented.
- Good communication, easy-going temperament.
- Experience with Gluten Free, Vegan and Vegetarian food service and meal planning.
- Willing to work for the duration of the event, with breaks between meals as arranged.
- Creative, problem-solving attitude.

BENEFITS

Salary of \$650 for the weekend.

This event is sponsored by a non-profit organization and all fees are going toward facility rental, staffing, supplies and food. This amount in no way reflects the value of the work of this position. It would need to be a labor of love; the rewards are greater than dollars.

Participation in events, use of Retreat Facility, all meals and lodging.

While it is true that this position requires a great amount of time and focus to perform well, during times between meals and in the evening you are welcome to attend and participate in any portion of the event. You have full access to the grounds, the trails, and the pool (during open hours). We will provide you with a bed in a cabin with other women, and bathhouse a short walk away. You will also be provided with meals and snacks for the duration of the event.

Gratitude from attendees and satisfaction of supporting the Women's Drumming Community.

We know this will be hard work, and that you deserve to be compensated for your energy. You will also receive an energy exchange of supporting and feeding dozens of grateful and powerful women. You never know where these blessings will appear. We appreciate you for considering this position of service to the Women's Drum Community.