**Food Coordinator (Contract) Job Description**

**Gammelgården Museum of Scandia**

**Position Description:** Food Coordinator

**Reports to:** Executive Director of Gammelgården Museum of Scandia

**Compensation:**

* $8,000 (50 days @ 8 hours = 400 hours x $20 = $8,000).
* Employee discount in the Scandia Butik.
* No health or retirement benefits are available.

**Summary:** The Food Coordinator’s responsibilities include overseeing food service for the museum including: planning the food aspect of major events (Season Opening Day, Midsommardagen, Spelmansstämman, Cinnamon Bun Day, Luciadagen, and six Annie’s Jul-theme Coffee Parties), volunteer meals at major events (with the exception of Cinnamon Bun Day), and donor events (Member Open House/Volunteer Recognition Event, Life Member Event); working and recruiting volunteers with the help of the Volunteer Coordinator to help with food preparation in Elim Lutheran Church’s kitchen; and set-up/serving/clean-up at events that serve food.

**Key Responsibilities:**

***Food Service***

* Plan, prepare and serve food for designated events:
  + Major events - Season Opening Day, Midsommardagen, Spelmansstämman, Cinnamon Bun Day, Luciadagen
  + Six Annie’s Jul-theme Coffee Parties
  + Volunteer meals at major events including the above and Taco Daze (with the exception of Cinnamon Bun Day)
  + Donor events - Member Open House/Volunteer Recognition and Life Member Event

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Skills Needed:**

* Strong customer service practices and principles to represent Gammelgården in a courteous, friendly, helpful, and professional manner in person and over the phone.
* Skilled in computer software sufficient to respond to emails and order food and supplies for events.
* Ability to set priorities, plan, and organize tasks.
* Ability to multi-task.
* Food service experience and/or license.
* Communication skills to quickly evaluate internal and external customer needs, and assist in answering customer and staff questions.
* Interpersonal skills and ability to tailor communication styles to the situation, and interact in a calm, thoughtful, and professional manner.
* Ability to communicate in English to provide information and answer questions of customers and staff.
* Ability to work successfully as a member of a team.
* Ability to monitor and adhere to building security requirements.

**Hours:**

The work hours vary with each month with the event(s) that are being held. Typically, the following can be expected:

During January, there is a lighter work schedule:

* The second full week: prepare for the Volunteer/Member Recognition Event and the volunteer meal during Vinterfest.
* The third full week: prepare for and assist with the Volunteer/Member Recognition Event and the volunteer meal during Vinterfest.
* The last week: clean up from the previous week’s events and prepare the kitchen being closed for two months.

During February and March, there is no on-site museum work. Once a week, check email and respond accordingly.

During April, plan and order food for the Season Opening Day – including any food served to visitors and the meal served to volunteers.

During May, get food for the Season Opening Day, do a food-preparation day before the Season Opening Day, set up food areas (outside and in the museum kitchen), serve food to visitors and volunteers on Season Opening Day, and clean up outdoor food service area and museum kitchen. Evaluate food service for the event.

During June, plan, order, and get food for Midsommardagen; do a food-preparation day (or days) before Midsommardagen; set up food area (outside); serve food to visitors and volunteers on Midsommardagen; and clean up outdoor food service area and museum kitchen. Evaluate food service for the event.

During August, plan, order, and get food for Spelmansstämman; work with a food truck or caterer to offer the appropriate non-Swedish cultural food (e.g., in 2025 it will be Mexican food); do a food-preparation day (or days) before Spelmansstämman; set up food area (outside); serve food to visitors and volunteers on Spelmansstämman; and clean up outdoor food service area and museum kitchen. Evaluate food service for the event.

During late-August and September, plan, order, and get food (packaged food and beverages) for Taco Daze; set up food area (outside); sell packaged food and beverages to visitors and serve a meal for volunteers on Taco Daze; and clean up outdoor food service area and museum kitchen. Evaluate food service for the event. Later in September, plan, order, and get food and supplies for Cinnamon Bun Day.

During October, do a food-preparation day (or days) before Cinnamon Bun Day; work with volunteers to bring the cinnamon buns from Elim Lutheran Church to the corner of Oakhill Road and Olinda Trail; help distribute cinnamon buns at the corner in Scandia and later at the museum. Evaluate food service for the event.

During late-October and November, plan, order, and get food for the Life Member Event; do a food-preparation day before the Life Member Event; set up the food area (second floor in the Welcome House); serve food to Life Members; and clean up the food service area and museum kitchen. Evaluate food service for the event.

During November and December, plan, order, and get food and supplies for the Annie’s Jul-Theme Coffee Parties; do a food-preparation day before each Coffee Party; set up the food area (second floor in the Welcome House); serve food to the guests; and clean up the food service area and museum kitchen. Evaluate food service for each coffee party.

**Annual Review:**

Annual Review with Executive Director.