

POSITION #12, TITLE: Food Preparation

Direct Supervisor: Logistics Section Chief

Mission: To ensure that all staff/volunteers have adequate food and beverage. This may require some meal preparation or picking up food from designated food vendors and setting up staff dining area.

Qualifications: Non-medical.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Set up staff dining area and familiarize self with kitchen area.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Pick up or receive food from designated food vendor and prepare/cook/warm food if necessary.
- Set up dining area.
- Prepare coffee/tea and other beverages for staff breaks.
- Clean kitchen and dining area after each meal/snack.
- Check food/beverage supplies and re-stock as necessary.
- Notify Security of imminent Food Vendor delivery
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Identify issues for After Action Report.
- Participate in de-briefing.