

## Volunteer Position Job Description

**Job Title:**

FUN FAIR Food Coordinator

**Purpose:**

Provides food concession for Fair attendees.

**Location:**

Home, School

**Key Responsibilities:**

- Create shopping list for all food/concession items
- Shops for all food/concession items
- Liaise with Panago prior to Fair
- Applies for food license
- Recruits volunteers for food team

**Reports to:**

FUN FAIR Coordinator

**Length of Appointment:**

MARCH – JUNE

**Time Commitment:**

March – 1<sup>st</sup> team meeting  
April – 2<sup>nd</sup> team meeting, Food license application  
May/June – increasing hours especially in last two weeks before Fun Fair  
May – prize stuffing night, food shopping,  
June – pre sales, book first pizza order, be onsite for full day for fair, day after lessons learned

**Qualifications:**

Requires Food Safe Certification. (in some cases, certification can be funded by PAC)

**Support:**

Current FUN FAIR Coordinator and past Food Coordinator are available to advise as necessary. PAC Volunteer Coordinator and Fun Fair Volunteer Coordinator may help with volunteer recruitment.