



FAMILY FESTIVAL

Workers Job
Descriptions



ADMIN TEAM

LOCATION

Office area behind reception

HOURS

Determined by the admin tasks required each day

Role & Responsibilities

- General Festival admin & site planning
- Money Counting
- Bookkeeping/buying

ART WORKSHOP

LOCATION

Designated area within the Hub

HOURS

10.30 – 12.30 daily

Role & Responsibilities

- Providing art & craft activities for children under 12years
- Prep for daily activities
- Supervise, participate, and lead prepared daily activities
- Support and encourage the children
- PLEASE NOTE: This area offers short shifts and is considered light work; if you choose this area, you may be asked to help occasionally in another role

CELEBRATION VENUE (Adult meeting)

LOCATION

Celebration Marquee

HOURS

Varies depending on actual role within team- will be determined with Celebration Team Leaders

ROLE & RESPONSIBILITIES

- Varied roles
 - o **MUSICIANS** – available for practices each day and taking part in the evening meeting
 - o **SOUND/TECH** – available for practices each day and taking part in the morning Bible Study, evening meeting and some 'after meetings' such as talent night, comedy night events
 - o **VISUALS** – available for practices each day and taking part in the evening meeting
 - o **STEWARDS** – ensuring the tent is set up ready for meetings, welcoming / ushering guests into the marquee, attending to any needs during meetings

* Please note that some details, especially shift times, are subject to change *

CATERING

INCLUDING CAFÉ, SWEET SHOP & BACK KITCHEN PREP

PLEASE NOTE: THIS AREA WILL BE SUPERVISED BY A GENERAL MANAGER AND TEAM LEADERS, AND THERE WILL BE CONTINUAL GUIDANCE AND SUPPORT. THE KITCHEN AND CAFÉ TEAMS, THOUGH SEPARATE ROLES, WILL WORK AND INTERACT CLOSELY TOGETHER.

CAFÉ TEAM: Front of House

LOCATION

The Hub

HOURS

Working on a shift basis with days off throughout the week

Shifts: 08.00-14.00 / 14.00-19.00 / 19.00-23.00 (Day Off every 3 days)

ROLE & RESPONSIBILITIES

- Working in a team (4 teams on rotating shifts)
- Serving a variety of food and beverages
- Serving sweets from the 'Tuck Shop'
- Working closely with the kitchen preparation team
- Able and willing to work in a busy environment
- Ensuring that the service area is always clean and tidy
- In quieter moments ensuring the tables in the dining area are clean and any cups/plates etc. disposed of
- Good interpersonal skills and big smiles are essential!

KITCHEN PREP TEAM: Back of house

LOCATION

In a Marquee attached to the Café in the HUB

HOURS

Working on a shift basis with days off throughout the week

Shifts: 08.00-14.00 / 14.00-19.00 (Day Off every 2 days)

ROLE & RESPONSIBILITIES

- Working in a team (3 teams on rotating shifts)
- Under supervision of a Team Leader prepping food for Catered meals and the Café, such as:
 - : Chopping up veg and salads
 - : Ensuring Salad Bar is topped up
 - : Slicing Bread Rolls
 - : Mixing ingredients under guidance and supervision
 - : Preparing for breakfast and evening meal (depending on which shift you are on)
 - : Washing up utensils, pans, and trays as you go

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CLEANERS – TOILETS & SHOWERS

LOCATION

Toilets & Shower facilities in the Hub building, including the Disabled facilities. Equipment and stocks of extra toilet rolls, soap, etc. will be stored securely with Reception.

HOURS

Flexible – the team usually co-ordinate a rota among themselves with the assistance of Reception and/or the Workers Co-ordinator.

ROLE & RESPONSIBILITIES

- The toilet & shower facilities must be kept clean and stocked at all times.
- Men's, Ladies, disabled Showers, toilets floors need cleaning *at least* once a day, including:
 - o Clean showers including hair traps (essential to avoid flooding)
 - o Clean toilets and sinks
 - o Ensure plenty of toilet roles and hand towels
 - o Empty bins
 - o Mop floors

DINER

LOCATION

Designated space within the Hub

HOURS

19.30 – 23.30 every evening

ROLE & RESPONSIBILITIES

- You will be expected to work every evening to ensure all equipment is clean and ready for use, boilers/ cooking equipment is up to speed/heat
- You will be expected to cook and serve a range of fast food & take payments
- Clean and wash up after each service ready for the next day and take rubbish to skip
- At the end of the final day, all equipment thoroughly cleaned and packed up, work area left tidy, and rubbish taken to the to skip
- PLEASE NOTE: You will not be able to attend all the evening meetings

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HUB CLEANER & REFUSE COLLECTION

LOCATION

The Hub

HOURS

Flexible – though a sweep of the space to check if any cleaning is required should be carried out: before breakfast, after lunch, after the evening meal and as the Hub closes (approx. 23.00)

The team usually co-ordinate a rota among themselves with the assistance of Reception and/or the Workers Co-ordinator.

ROLE & RESPONSIBILITIES

It is vital that the HUB remains clean & tidy as this is often a visitor's first impression

- Ensuring the HUB is kept clean and tidy
- Emptying bins and taking the rubbish to the rubbish containers
- Assisting Café Team to keep tables clean – wiping down tables and putting any litter into bins
- Taking any lost property to Reception

JUNCTION TEAM (Young Adults)

LOCATION

Designated area in the Hub

HOURS

08.00-08.30 Morning Prayer Meeting / 10.30-12.00 Morning Meeting / May also be asked to assist with some after hours entertainment, such as the Silent Disco and/or Open Mic.

ROLE & RESPONSIBILITIES

- Lead small discussions each morning
- Praying with Junction members
- Build relationships with Junction Members
- Attend all the meetings (mornings only) and pre prayer time
- Hosting meetings, take part in leading ice breakers, serve in the worship group, or preach if asked
- To supervise/oversee Junction Village
- To assist in keeping the Junction venue clean & tidy & generally be self-motivated in looking for jobs that need doing
- All staff to help set down after the final session on the Friday then return to remove and pack equipment on the Saturday

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LIVASET TEAM (12–15yrs)

LOCATION

Liveset Marquee

HOURS

09.50-12.00 each morning / 16.45 for debriefing and prayer each day / 19.00-21.00 each evening

ROLE & RESPONSIBILITIES

- Jobs assigned within the team based on giftings & ability which may include leading worship, leading small groups, preaching, leading games & praying for young people
- Need a heart for God, a Bible (or at least the app) & £12 to buy a hoody
- There are 1 or 2 pre-festival meetings throughout the year depending on your role
- All staff to help set down after the final session on the Friday then return to remove and pack equipment on the Saturday
- Team members will have a day off through the week

POWERKIDS TEAM (6–11yrs)

LOCATION

Powerkids Marquee

HOURS

09.30-11.30 / 18.45-21.30 / Some extra prep assistance may occasionally be needed

ROLE & RESPONSIBILITIES

- Involves prepping & delivering activities, games, talks, stories, dramas, prayers etc
- Need to be patient, flexible, helpful, ready to serve & willing to work in a team
- Need to be attentive to the needs of children, ready to listen, encourage, support, and have fun
- Prepared to attend prep activities during the day as required & there will be an afterhours campfire occasionally
- All staff to help set down after the final session on the Friday then return to remove and pack equipment on the Saturday

RECEPTION TEAM

LOCATION

The Hub

HOURS

09.00-19.30 every day on a shift basis

ROLE & RESPONSIBILITIES

- This is a central point for the whole of Elim Family Festival
- Dealing with onsite bookings, general enquiries, problem solving, loaning board games and sport equipment, overseeing the Hub
- Reception staff need to be motivated, well organised, comfortable working under pressure and able to retain information
- Good interpersonal skills are essential

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RAINBOW TOTS (0–4yrs)

LOCATION

Designated space in the Hub

HOURS

09.30 – 11.45 each day

ROLE & RESPONSIBILITIES

- Look after, pray for, and play with all the children
- Help with craft activities, singing & story time
- Attend planning meetings when arranged before and during Elim Family Festival
- Help to set up/tidy up before and after each session
- Be a welcoming face to children and parents and ensuring any relevant information about a child has been passed on to the relevant parent/guardian
- Ensure all risk assessments and safeguarding procedures have been read and adhered to
- All staff to help set down after the final session on the Friday then return to remove and pack equipment on the Saturday

SHINING STARS (5–6yrs)

LOCATION

Designated space in the Hub

HOURS

09.00 – 12.00 each day

ROLE & RESPONSIBILITIES

- Take part in planning the theme of the group and delivering one session
- Familiarise yourself with the risk assessment and safeguarding procedures in place prior to the beginning of Elim Festival
- Attend the whole meeting on the first day
- Lead the team in a morning devotion (where you feel comfortable in doing so)
- Be a great team player, willing to undertake activities required for the safe and smooth running of the session i.e., setting up, tidying away, chaperoning a child to the toilet
- Be sensitive to the needs of the children and provide encouragement, support and comfort being a good role model and encouraging positive behaviour
- Be a positive role model on the field, not just in the meetings
- All staff to help set down after the final session on the Friday then return to remove and pack equipment on the Saturday

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WASHING UP COORDINATOR

LOCATION

Washing up marquee outside the Hub

HOURS

09.00- 10.00 / 13.00 – 14.00 / 17.30 18.30 on a shift basis

ROLE & RESPONSIBILITIES

- Supervising the Pot wash area across mealtimes
- Ensuring there are enough clean tea towels available/ washing up bowls / dish cloths
- Collecting up dirty tea towels and taking them to the designated pick-up area (usually Reception) for washing
- Keeping the Pot Wash area tidy, including ensuring bins in the area are emptied and taken to the skip
- There is no team leader for this area. Reception can assist in bring the team together to meet and arrange shift patterns with you.
- This job is vital to ensure that cleanliness is maintained, and the spread of sickness reduced across the site

WELCOME TEAM

LOCATION

Welcome van outside the Hub

HOURS

Site open to visitors from 9.00 – 23.00. These hours are to be covered in a shift pattern, to be determined based on team numbers with the rest of the Team and Team Leader

ROLE & RESPONSIBILITIES

- Full Team on duty on first day of Camp to ensure all arrivals are directed to Reception to be booked in and shown to pitch
- Overseeing the process of welcoming visitors on site
- Checking guests (those staying on site overnight) on and off site and escalating issues of concern to the Duty Managers
- Directing cars to the car park
- A vital role that

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