



Grad Night Boosters  
18627 Brookhurst Street  
Box 120  
Fountain Valley, CA 92708

Job Title: Food Coordinator

Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Be a part of the budget planning on what may be needed for the event.
3. Be sure that Summerfest Dates line Up.
4. Negotiate and Sign Contract with In and Out or TK Burgers.
5. Negotiate and Sign Contract with Cathy's Cookies.
6. Work with the Treasurer on the having the deposit checks signed and then mail out.
7. Be sure to keep track of the remaining monies that are due for the date.
8. Be creative to find another food partner. We have done Pizzas, Tacos in the past.
9. Be sure to be on site for the arrival of the Food Trucks.
10. Be sure to work with the Treasurer on the remaining monies due.
11. At the end of the Event, be sure all Food Partners have received a Thank you Letter and their logo is updated onto the Website.

Time of Service Dedication:

1. Attending Meetings.
2. Beginning of the year – negotiate the contracts for the (2) food trucks.
3. Spring – finding a third alternative.
4. Day of the event – being there to supervise the arrival of the food.