

EPWORTH
Kitchen/Work Crew
MANUAL

2
0
2
6



Kitchen / Work Crew

Thank you so much for serving in this unique role at Epworth. As Kitchen, you will be taking care of the little details needed that are not provided in a Cafeteria style setting. As Work Crew, you will be the “behind-the-scenes” engine of our retreats! Almost every environment we provide on retreat is set up and torn down by our work crew, and they also work with other Leadership to assist them in preparing for activities that fall under their area of responsibility. Serving with a smile and being willing to help wherever needed are important attributes of this team and will go a long way in helping create a great retreat environment for all attendees!



Kitchen Lead/Work Crew Schedule

SUNDAY

- **1:00 PM**
 - Summer Staff meeting with Staff Lead (eat lunch before you come)
- **2:00 PM**
 - Organize supplies for the week
 - Review inventory sheets
 - Check with all Summer Staff and Staff Lead to see if they need any LFR items at the store
 - Make sure popsicles are in the freezer so they will be frozen by Tuesday evening
- **2:30 PM**
 - Grocery store run
 - Pick up Sunday night cupcakes
 - Ice
 - 1 case of water bottles per Retreat Family
 - 2 cases of water bottles for Common Ground
 - Birthday treats- check with Logistics Lead to see if there are any birthdays during the upcoming retreat week. This is only if their birthday is during retreat.
 - FP - Sun-Sat
 - RF - Mon-Sat
 - Any supplies that may be needed for other interns
- **3:30 PM**
 - Divide Common Ground snacks up for the week
- **4:15 PM**
 - FP Drive Through Registration set up: Go over setup with Staff Lead.
 - Set up portable tents and tables for FP Registration if needed
 - Deliver any registration bin(s) to registration location if needed
 - Bluetooth speaker for music
 - Set out LFR signage
- **5:30 PM**
 - Dinner in Dining Hall – open 5:30 to 7 PM
 - Coordinate with Work Crew Lead to alternate eating during registration

- **5:45 PM**
 - Be in place for registration and help direct Leadership and FPs to their housing units as needed

- **6:00 PM**
 - Leadership and FP drive-thru registration

- **7:00 PM**
 - Prep tent for evening gathering
 - Cupcakes
 - Hand sanitizer
 - Napkins
 - Gloves
 - Ice for water cooler
 - Gallons of water
 - Cups

- **7:15 PM**
 - Tear down FP Registration

- **7:30 PM**
 - Gathering at the tent - FP Intros, CG speaks, Dessert served
 - Pass out cupcakes at the end of the meeting

- **8:15 PM**
 - Reset tent for Monday morning
 - Breakdown the sound system and take back to storage
 - Taking all supplies back to storage (production bins, coolers, etc.).
 - Take out all garbage, wipe down tables put away all games

- **8:30 PM**
 - Leadership Meeting

MONDAY

- **7:00-9:00 AM**
 - Breakfast in the dining hall (go anytime during these hours)
- **8:00 AM**
 - SS Devotional Time
- **9:00 AM**
 - Leadership Prayer Time
 - Assist Hospitality with set up for Merch sale
 - Make sure merch bins and signage are present
- **9:30 AM**
 - Logistics Meeting
- **11:00 AM**
 - Merch Sale
 - Support hospitality as needed and clean up when finished
 - Reset tent
 - Take down sound system
 - Take out all garbage
 - Straighten up tent area and wipe down tables
- **12:00 PM**
 - Lunch on your own
- **3:00 PM**
 - Clean coffee pots for Tuesday morning
 - Grocery store run
 - Ice
 - Root beer, cream sodas, and water for Dad's Poker Night (1 bottle per RF and FP dads attending, 1 case water)
 - Snacks for Dad's Poker Night (if applicable: popcorn, beef jerky)
 - Flip Side supplies – 1 tub of vanilla ice cream, 3 – 2 liter bottles of Coke (check if you have any supplies from previous week before buying more)
 - Friday Family Fun Night S'mores supplies – graham crackers, marshmallows, and chocolate (check supplies before purchasing)
 - Check the total retreat headcount for Friday Family Fun Night so you know how much to buy
 - Check with all Summer Staff and Staff Lead to see if they need any LFR items at the store

- **4:00 PM**
 - RF Drive Through Registration Set up: Go over setup with Staff Lead
 - Set up portable tents and tables for RF Registration as needed
 - Deliver registration bin(s) to registration location as needed
 - Bluetooth speaker for music
 - Set out LFR signage (work with Staff Lead)
 - Set up and fill bubble machines
 - Don't forget the balloons! (**Use LFR colors only, please!** Blow up balloons to attach to A-frame signs. Do NOT use helium tank. Helium tank is ONLY for Un-Birthday Party).
 - Be in place for RF Registration by 4:45

- **5:00 PM**
 - Retreat Family Drive-thru registration
 - Help direct RFs through the registration line or to their housing units as needed

- **6:00 PM**
 - Everyone meets at the tent for the Blessing song!
 - Dinner in the dining hall

- **7:30 PM**
 - Set up for Refuel
 - Ensure 10-gallon iced water coolers and cups are at tent
 - Ensure picnic tables are wiped down and configured for Refuel, empty trash cans
 - Ensure that sound system is set up to play Spotify music and tent lights are on as well as fans (if needed)

- **8:00 PM**
 - Refuel
 - Reset the tent for Tuesday
 - Breakdown the sound system and take back to storage
 - Take all supplies back to storage (production bins, coolers, etc.).
 - Take out all garbage, wipe down tables, put away all games, clean up anything left on the ground
 - Make sure walkies are charged and ready for next day
 - Dump and clean water coolers. Gray coolers are for ice ONLY. No food or drinks should be put into the gray coolers.

- **9:00 PM**
 - Leadership Meeting

TUESDAY

- **7:00-9:00 AM**
 - Breakfast in the dining hall

- **8:00 AM**
 - SS Devotional Time

- **8:30 AM**
 - Flip Flop set-up
 - Set up tent (wipe tables, turn on lights/fans/music, and fill trash cans with bags)
 - Help Flip Flop and Work crew ice down and fill the 2 10-gallon water coolers. Gray coolers are for ice ONLY.
 - Assist with Flip Flop bags and bins as needed
 - Help pass out walkies to FF, FPL, LL, SL, and ML at Leadership prayer time

- **8:45 AM**
 - Ensure Common Ground has all coffee/snack supplies
 - Coffee
 - Creamers and any coffee additives
 - Coffee cups and stirrers
 - Napkins
 - Drinks
 - Basket to display snacks
 - Snacks
 - Leadership Prayer Time

- **9:00 AM**
 - Bullet Points with FP's

- **9:30 AM**
 - Morning Watch
 - Fill 2 large water coolers and place 1 at the tent and 1 at the pool. Please provide a lot of cups.
 - See if any Work Crew members can assist if needed.

- **10:00 AM**
 - Common Ground/Flip Flop transition
 - Help Flip Flop Intern prepare for Flip Flop
 - Games/station set up
 - Assist wherever is needed during Flip Flop

- **12:00 PM**
 - Assist Flip Flop Intern with clearing and storing all Flip Flop station supplies, bags, and coolers
 - Retrieve water cooler and cups from the pool
 - Everyone stays at tent from 12-12:25, kids play on lawn
 - Worship will lead everyone in the Blessing song at 12:25 and dismiss for lunch

- **12:30 PM**
 - Lunch in the dining hall

- **1:30 PM**
 - Leadership Meeting
 - Collect all walkies and charge them
 - Leadership Team photo will be taken
 - Clean up any Flip Flop stations still out
 - Wipe tables
 - Empty trash
 - Straighten up tent area
 - Straighten up storage area
 - Take down all sound system/pop up tents
 - Make sure beach chairs and umbrellas are easily accessible for FPs to pick up for their RFs if needed

- **2:00 PM**
 - Clean all Flip Flop water coolers and large dispenser coolers
 - Clean out coffee pots

- **2:30 PM**
 - Set up Dad's Poker Night
 - Get Poker bins for Hospitality and work with them during set up
 - Get cream sodas and root beer into a cooler and iced down
 - Ensure you have volunteers to help serve Low Country Boil this evening

- **4:30 PM**
 - Make lemonade in 5-gallon cooler with dispenser
 - Work with Epworth staff to set up dinner lines
 - Hand sanitizer / Gloves
 - Items provided by Epworth (plates, silverware)
 - Ensure the allergy meals are available
 - Set up tent for dinner
 - Wipe tables
 - Take out garbage
 - Set up fans, lights, etc
 - Set out napkin holders
 - Fill and ice water in 10-gallon coolers
 - 5-gallon cooler for lemonade
 - Cups
 - Find servers to serve the Low Country Boil and give instructions
 - Either LCB OR other option, not both
 - Instructions on allergy meals and how to direct those in need of them
 - Serving sizes

- **5:30 PM**
 - Dinner at the tent & RF introductions
 - Clear plates and trash as needed

- **6:00 PM**
 - Have popsicles available to pass out

- **6:30 PM**
 - Set-up snacks and drinks for Dad's Poker Night
 - Make sure Hospitality has everything they need for Dad's Poker Night

- **7:00 PM**
 - Dad's Poker Night
 - Assist with dinner break-down and re-set tent for either Flip Side or Wednesday morning

- **8:00-9:45 PM**
 - Flip Side
 - Attend and assist
 - Provide FF Lead with ice cream, 2 liter Cokes, 12 oz cups, spoons and napkins
 - Ice cream scoop, cups, spoons, and napkins should be in the Flip Flop - Flip Side bin

- **9:45 PM**

- Breakdown Flip Side and reset for Wednesday
 - Breakdown the sound system and take back to storage
 - Take all supplies back to storage (production bins, coolers, etc.).
 - Take out all garbage, wipe down tables, put away all games, clean up anything left on the ground
- Dump and clean out water coolers. Gray coolers are for ice ONLY. No food or drinks should be put into the gray coolers.

- **10:00 PM**

- Clean up Dad's Poker night (or take care of this Wednesday morning)

WEDNESDAY

- **7:00-9:00 AM**
 - Breakfast in the dining hall

- **8:00 AM**
 - SS Devotional Time

- **8:30 AM**
 - Flip Flop set up
 - Set up tent (wipe tables, turn on lights/fans/music, and fill trash cans with bags)
 - Help Flip Flop and Work crew ice down and fill water coolers
 - Assist with Flip Flop bags, bins, water coolers as needed
 - Help pass out walkies to FF, FPL, LL, SL, and ML at Leadership prayer time

- **8:45 AM**
 - Ensure Common Ground has all coffee/snack supplies
 - Coffee
 - Creamers and any coffee additives
 - Coffee cups and stirrers / Napkins
 - Drinks
 - Snacks / Basket to display snacks
 - Leadership Prayer Time

- **9:00 AM**
 - Bullet Points with FP's

- **9:30 AM**
 - Morning Watch
 - Fill 2 large water coolers and place 1 at the tent and 1 at the pool. Please provide a lot of cups.
 - See if any Work Crew members can assist if needed

- **10:00 AM**
 - Common Ground/Flip Flop transition
 - Help Flip Flop Lead prepare for Flip Flop
 - Games/station set up
 - Assist wherever needed during Flip Flop

- **12:00 PM**
 - Assist Flip Flop Intern with clearing and storing all Flip Flop station supplies, bags, and coolers
 - Retrieve water cooler and cups from the pool
 - Everyone stays at tent from 12-12:25, kids play on lawn
 - Worship will lead everyone in the Blessing song at 12:25 and dismiss for lunch

- **12:30 PM**
 - Lunch in the dining hall

- **1:30 PM**
 - Clean up any Flip Flop stations still out
 - Wipe tables
 - Empty trash
 - Straighten up tent area
 - Straighten up storage area
 - Take down all sound system/pop up tents
 - Make sure beach chairs and umbrellas are easily accessible for FPs to pick up for their RFs if needed
 - Grocery store run, if needed
 - Ice
 - Check with all Summer Staff and Staff Lead to see if they need any LFR items at the store
 - Specialty Drinks for Mom's Thursday morning (check supplies before you buy)
 - Starbucks or Chobani creamers (2 flavors)
 - Stok Iced Coffee
 - Coke, Sprite, Diet Coke
 - Sparkling Water – Spindrift (or something similar)
 - Any other Common Ground snacks/coffee needed

- **2:30 PM**
 - Clean all Flip Flop water coolers and large dispenser coolers
 - Clean out coffee pots

- **4:00 PM**
 - Un Birthday Set Up – assist Hospitality Lead
 - Set out yard games, arrange picnic tables, set out trash, pop up tents, sound system...
 - Give Flip Flop Bin to Hospitality
 - Games

- **5:15 PM**
 - Make lemonade in 5-gallon cooler with dispenser
 - Work with Epworth staff to set up dinner lines
 - Hand sanitizer / Gloves
 - Items provided by Epworth (plates, silverware)
 - Ensure the allergy meals are available (gluten free, dairy free, and gluten/dairy free pizzas individual pizzas)
 - Set up tent for dinner
 - Wipe tables
 - Take out garbage
 - Set up fans, lights, etc
 - Set out napkin holders
 - Fill and ice water coolers
 - Cups

- **5:45 PM**
 - Find servers to serve the pizza and give instructions
 - Instructions on allergy meals and how to direct those in need of them
 - Serving sizes

- **6:00 PM**
 - Dinner at the tent (pizza) / Un-Birthday Party!!
 - Clear plates and trash as needed
 - During Un-Birthday is a chance for you to engage, dance and have fun! Take advantage of this opportunity, but be mindful of tasks at hand
 - Make sure the focus of the party is always on the FP/RF kids.

- **6:15 PM**
 - Work with Epworth staff to clean up dinner and set up ice cream stations.
 - Hand sanitizer
 - Gloves
 - Items provided by Epworth - spoons, bowls

- **7:30 PM**
 - Breakdown dinner and ice cream to set-up for Refuel
 - Help Epworth staff clean up
 - Take down all decorations, clean up the entire tent area
 - Ensure picnic tables are wiped down and configured for Refuel
 - Empty trash cans
 - Clean out lemonade water cooler and refill water coolers
 - Cups

- **8:00 PM**
 - Leadership Meeting

- **8:45 PM**
 - Refuel

- **9:30 PM**
 - Reset tent for Thursday
 - Dump and clean out water coolers

THURSDAY

- **7:00-9:00 AM**
 - Breakfast in the dining hall

- **8:00 AM**
 - SS Devotional Time

- **8:30 AM**
 - Flip Flop set up
 - Set up tent (wipe tables, turn on lights/fans/music, and fill trash cans with bags)
 - Help Flip Flop and Work crew ice down and fill water coolers
 - Assist with Flip Flop bags, bins, water coolers as needed
 - Help pass out walkies to FF, FPL, LL, SL, and ML at Leadership prayer time

- **8:45 AM**
 - Ensure Common Ground has all coffee/snack supplies
 - Coffee
 - Creamers and any coffee additives
 - Coffee cups and stirrers
 - Napkins
 - Drinks
 - Basket to display snacks
 - Snacks
 - Leadership Prayer Time

- **9:00 AM**
 - Bullet Points with FP's

- **9:30 AM**
 - Morning Watch
 - Fill 2 large water coolers and place 1 at the tent and 1 at the pool. Please provide lots of cups.
 - See if any Work Crew members can assist if needed

- **10:00 AM**
 - Common Ground/Flip Flop transition
 - Help Flip Flop Lead prepare for Flip Flop
 - Games/station set up
 - Assist wherever needed during Flip Flop

- **12:00 PM**
 - Assist Flip Flop Intern with clearing and storing all Flip Flop station supplies, bags, and coolers
 - Retrieve water cooler and cups from the pool
 - Everyone stays at tent from 12-12:25, kids play on lawn
 - Worship will lead everyone in the Blessing song at 12:25 and dismiss for lunch

- **12:30 PM**
 - Lunch in the dining hall

- **1:30 PM**
 - Clean up any Flip Flop stations still out
 - Wipe tables
 - Empty trash
 - Straighten up tent area
 - Straighten up storage area
 - Take down all sound system/pop up tents
 - Make sure beach chairs and umbrellas are easily accessible for FPs to pick up for their RFs if needed

- **2:00 PM**
 - Clean all Flip Flop water coolers and large dispenser coolers
 - Clean out coffee pots
 - Inventory all your supplies/bins, and turn in to Hospitality/Fulfillment
 - Let Hospitality/Fulfillment know if you are low on any supplies and make a grocery run, if appropriate
 - Grocery store run, if needed
 - Ice
 - Check with all Summer Staff and Staff Lead to see if they need any LFR items at the store
 - Any Common Ground snacks/coffee needed
 - Any supplies for the next retreat week

- **5:00 PM**
 - Dinner on your own

- **6:30 PM**
 - Set up for Night of Worship
 - Work with Staff Lead and Host/Worship on location and set-up
 - Set-up beach chairs and blankets
 - Use battery powered generator
 - Set out iced water coolers and cups

- **7:30 PM**
 - Night of Worship

- **9:00 PM**
 - Leadership Meeting OR SL will decide to have it early Friday morning
 - Breakdown Night of Worship and set up tent for Friday
 - Charge battery powered generator
 - Dump and clean out water coolers

FRIDAY

- **7:00-9:00 AM**
 - Breakfast in the dining hall

- **8:00 AM**
 - SS Devotional Time

- **8:30 AM**
 - Flip Flop set up
 - Set up tent (wipe tables, turn on lights/fans/music, and fill trash cans with bags)
 - Help Flip Flop and Work crew ice down and fill water coolers
 - Assist with Flip Flop bags, bins, water coolers as needed
 - Help pass out walkies to FF, FPTL, LL, SL, and ML at Leadership prayer time

- **8:45 AM**
 - Ensure Common Ground has all coffee/snack supplies
 - Coffee
 - Creamers and any coffee additives
 - Coffee cups and stirrers
 - Napkins
 - Drinks
 - Basket to display snacks
 - Snacks
 - Leadership Prayer Time

- **9:00 AM**
 - Bullet Points with FP's

- **9:30 AM**
 - Morning Watch
 - Fill 2 large water coolers and place 1 at the tent and 1 at the pool. Please provide lots of cups.
 - See if any Work Crew members can assist if needed

- **10:00 AM**
 - Common Ground/Flip Flop transition
 - Help Flip Flop Lead prepare for Flip Flop
 - Games/station set up
 - Assist wherever needed during Flip Flop

- **12:00 PM**
 - Assist Flip Flop Intern with clearing and storing all Flip Flop station supplies, bags, and coolers
 - Retrieve water cooler and cups from the pool
 - Everyone stays at tent from 12-12:25, kids play on lawn
 - Worship will lead everyone in the Blessing song at 12:25 and dismiss for lunch

- **12:30 PM**
 - Lunch in the dining hall

- **1:30 PM**
 - Merch Sale
 - Clean up any Flip Flop stations still out
 - Wipe tables
 - Empty trash
 - Straighten up tent area
 - Straighten up storage area
 - Take down all sound system/pop up tents
 - Make sure beach chairs and umbrellas are easily accessible for FPs to pick up for their RFs if needed
 - Grocery store run, if needed
 - Ice
 - Check with all Summer Staff and Staff Lead to see if they need any LFR items at the store
 - Any Common Ground snacks/coffee needed for the following week (or you can do this on Sunday/Monday afternoon)

- **2:00 PM**
 - Clean all Flip Flop water coolers and large dispenser coolers
 - Clean out coffee pots

- **2:30 PM**
 - Hope Jar Prayer time and Refuel Setup
 - Decide with SL where Hope Jar Time/Refuel will be – indoor space or Ellie room
 - Ensure picnic tables are wiped down and configured for Refuel, empty trash cans
 - Ensure that sound system is set up to play Spotify music
 - If at the tent, ensure tent lights are on as well as fans (if needed)
 - Assist Hospitality Lead with setting out Hope Jars and any other needs for prayer time

- **3:30 PM**
 - Hope Jar & Prayer time

- **5:00 PM**
 - Refuel

- **5:45 PM**
 - Set-up water coolers and cups at tent

- **6:00 PM**
 - Dinner in the dining hall
 - Family Fun Night & Retreat Family Photos on the lawn following dinner

- **7:00 PM**
 - Fire pit will be lit, so bring S'more supplies
 - Marshmallows
 - Chocolate
 - Graham crackers
 - Sticks
 - Napkins

- **IF MOVING**
 - After dinner, be prepared to assist with load up

SATURDAY

- **7:00-8:00 AM**
 - Breakfast must be finished by 8:00 AM

- **7:45 AM**
 - Set out table/truck for See Ya Later's

- **8:15 AM**
 - See Ya Later's
 - Begin room checkouts as you can
 - Work with Logistics Lead to check out of all housing.
 - Check Out Checklist
 - Make sure garbage has been taken out
 - Empty fridge
 - Notify Staff of any damage to the condo/unit
 - Take any testimony letters you find to Staff Lead
 - GRAB ALL unused LFR supplies.
 - Take LFR supplies and wipes back to storage space/preschool room, grab Un-birthday kits and turndown kits to re-use
 - Take shower chairs and pack n plays back to main storage space
 - Be sure to wipe down with Clorox wipe
 - Sort bedding in 3 piles, towels, sheets, blankets
 - Check all rooms for personal belongings
 - Once all the rooms are checked, everything is cleaned up from See Ya Later's, and common spaces are cleaned, touch base with Staff Lead to see what else is needed.
 - If moving locations, check with Staff Lead on moving plan
 - **STAFF LEAD WILL BE THE ONE TO GIVE YOU THE FINAL OKAY OF WHEN YOU ARE DONE FOR THE DAY.**