

Job Descriptions for PACEM during COVID-19

Main Meal Cook: 3 cooks needed per day to each make 10 meals (for a total of 30 meals)

Duties: Prepare food from preset menus. Make enough to serve 9 dinners for each item on the menu. Select the date and menu you would like to cook and sign up on the **Signup Genius** on the web site, or call Sheila or Tom Eckman at 295-3015, and they will add your name to the **Signup Genius**. The food for each meal will be put into a four compartment container (the containers can be picked up at the Narthex at Incarnation in advance to cooking). Place any salads in a baggie in one of the compartments (so it can be removed if the container needs to be reheated at the shelter). Deliver your 10 containers, ready to serve, to the PAC front porch at 5:30pm on your assigned evening.

Dessert Cook: 2 cooks needed per day to each make and package 15 desserts (for a total of 30 deserts)

Duties: Prepare desserts for 15 people. Recommend items like brownies or cookies that can easily be packaged in baggies. Select the date you would like to prepare the dessert and sign up on the **Signup Genius** on the web site, or call Sheila or Tom Eckman at 295-3015, and they will add your name to the **Signup Genius**. Deliver the 15 desserts to the PAC front porch at 5:30pm in a bag or box on your assigned evening.

Bottled Water Provider

Duties: Deliver two cases of water (24 bottles/case) to the PAC front porch at 5:30pm on your assigned evening. Select the date you would like to provide the water and sign up on the **Signup Genius** on the web site, or call Sheila or Tom Eckman at 295-3015, and they will add your name to the **Signup Genius**.

Deliverer of the Food to Unitarian Universalists of Charlottesville Church The address of Summit House where dinner is delivered is **703 Rugby** (our church is 717 Rugby). There is a parking lot in front of the house, 717 Rugby Rd.)

Duties: Pick up the meals, desserts, and water from the Incarnation PAC around 5:30pm and deliver to the host site between 5:45pm and 6:00pm. Select the date you would like to pick up and deliver the food. Use the **Signup Genius** on the web site, or call Sheila or Tom Eckman at 295-3015, and they will add your name to the **Signup Genius** .

Lead Coordinator

Duties: Call and remind the cooks, water provider, and food deliverer two days in advance of their responsibilities. Select the date you would like to be responsible for on the Google form on the web site, or call Sheila or Tom Eckman at 295-3015, and they will add your name to the Google signup.