

**Job Descriptions for PACEM for Food at The Old Red Carpet Inn at Premier circle**

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**Main menu DINNER COOKS: 9 cooks needed per day to make 8 meals each for a total of 72**

Prepare food from preset menus. Make enough to serve 8 dinners for each item on the menu. Select the date and menu that you would like to cook and sign up on the signup Genius on the web site or fill out the sheet in the Narthex or Tom Eckman 295-3015 and we will add your name. The food for each meal will be put into a three-compartment container Any salads will be put in a baggie and put into one of the compartments.(This is so it can be removed if the container needs to be reheated at the shelter) Deliver the 8 containers, ready to serve, to the porch at the PACat 5:15 pm.

The containers can be picked up at the narthex of the church the week prior.

**Dessert Cooks:** 5 needed/day to make and package 15 desserts each (Total of 75).

Prepare desserts for 15 people: These could be items like brownies or cookies that could be packaged in Baggies Select the date that you would like to prepare the dessert and sign up on the signup Genius on the web site or signup on the sheets in the narthex or call Tom Eckman 295-3015 and we will add your name to the signup genius. Deliver the 15 desserts to the PAC front porch at 5:15 pm in a bag or Box at 5:30 pm.

**Drivers to deliver the food:** (up to 2 needed) Pick up the meals, and desserts at the PAC and deliver to the Red Carpet Inn at 5:15 and deliver the 72 meals to the Red Carpet inn Lobby at 5:30.

### **Day Coordinator for Food and desserts**

Two days before call and remind the cooks, desert providers and deliverer of their responsibilities. You will be provided a list of contacts for your date.