

PACEM JOB DESCRIPTIONS

Incarnation hosts our PACEM homeless guests in the PAC

Dec 31 - Jan 14

Sign up by Sunday, Dec 18

JOBS SPENDING TIME WITH THE GUESTS

LEAD VOLUNTEER

Call volunteers on the Lead's sheet two days before assigned night. Arrive at 5:15 PM, retrieve the key to open the PAC. Start the coffee. Help Food Captain organize set up of food. Greet and welcome guests and PACEM staff upon arrival. Make announcement about shower sign-up (for men only), and laundry and ask one of the guests to say a blessing. Lead is the key person for answering questions and overseeing the meal and activities. Greet the overnight volunteer and turn over the PAC key at 9:00 PM to the overnight volunteer.

DINNER SERVING/CLEAN-UP

Arrive by 6:00 PM to set the tables, serve dinner, and eat dinner with the guests. After dinner, load the dishwasher, wash dishes, put leftovers in the fridge and wipe down tables. **Limit 5 adults per night.**

EVENING ACTIVITY

Coordinate casual evening activities from 7:00-9:00 PM. Suggested activities include board games, movies, cards, bible study, crafts, BINGO or just spending time talking or watching TV.

OVERNIGHT VOLUNTEER

Arrive at 9:00 PM. Serve the orange juice, hard boiled eggs, and snacks. Clean up, prepare the coffee for starting at 4:00 AM so it will be ready by 5:00 AM. Sleep on mat in the kitchen until 4:45 AM then put out coffee cups, light breakfast (toast, cereal, fruit, hard-boiled eggs, orange juice, milk, and sandwiches). Clean up after the guests leave and lock up.

JOBS SERVING THE GUESTS

SETTING UP

Meet in the PAC on Saturday, Dec 31, from 8:00-10:00 AM to set up, put sheets on cots, clean the PAC, and prepare the space for arrival of the guests.

TAKING DOWN

Meet in the PAC on Saturday, Jan. 14, from 7:00-9:00 PM to clean the PAC, kitchen, and bathrooms.

PRAYER

Pray for 20 minutes for our Parishioners, PACEM Staff and Board, and the PACEM guests. See the prayer information in the Volunteer Binder, page 4, for additional information.

LAUNDRY

Take 1-2 bags of the guest's personal laundry on assigned night. Pick up laundry at 7:30 PM through the side door of the PAC and return it that evening or the next day.

DAILY TOWEL LAUNDRY

Pick up towels in the morning and return laundered towels the next morning.

DAILY CLEANING

Arrive at the PAC for approximately one hour between 8:00 AM and 4:00 PM to sweep the kitchen floor, disinfect showers, scrub toilets, and vacuum the area.

JOBS FEEDING THE GUESTS

FOOD CAPTAIN

Remind the cooks two days prior to their assigned night to ensure the meal is coordinated and ready to serve by 6:15 PM. Be at the PAC by 5:45 PM to receive the hot food from the cooks and orient the servers about food prep, reheating, and serving.

DINNER COOKS

Prepare food from preset menus. Select the date you would like to cook and sign up for the requested item(s) to bring. Deliver the food ready to serve to the PAC between 5:45-6:00 PM. Cooks **do not serve** unless they also signed up to be a server.

PROVIDER OF HARD-BOILED EGGS

Bring 2 dozen hard-boiled eggs on the day for which you are signed up. Deliver the eggs to the Parish Office during office hours or to the PAC in the evening.

PREPARER OF SANDWICHES

Bring 20 individually wrapped turkey/cheese and/or ham/cheese sandwiches (no condiments) on the day for which you are signed up. Deliver the sandwiches to the Parish Office during office hours or to the PAC in the evening.

PROVIDER OF ORANGE JUICE

Bring 2 gallons of orange juice on the day for which you are signed up. Deliver the juice to the Parish Office during office hours or to the PAC in the evening.

PROVIDER OF MILK

Bring 2 gallons of milk on the day for which you are signed up (1 gallon of whole milk and 1 gallon of 2%). Deliver the milk to the Parish Office during office hours or to the PAC in the evening.