

# Board of Elders

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## Personal Member Ministry Discovery Class Assistant Caterer

**Mission Statement:** Personal Member Ministry helps us discover and develop our God given gifts and talents, empowering us for faithful and joyful service in every area of our lives, and building up the body of Christ as we serve God and others.

**Description:** The PMM Discovery Class Assistant Caterer assists the Head Caterer with food preparation and service for Discovery Classes.

**Qualifications:**

- Strong communication and organizational skills
- Works independently
- Able to work under the pressure of deadlines
- Knowledge and use of good sanitation practices
- Available weekends or evenings, according to class schedules
- Able to work under the direction of Head Caterer and Class Coordinator

**Responsibilities:**

1. Assist with food preparation. Needs will vary and be shared. Examples include
  - Wash and cut produce as directed
  - Assemble sandwich platters as directed
  - Prepare dips according to recipe
  - Prepare soup according to recipe
2. Assist with delivery, set-up, pick-up, and/or clean-up of food service for Discovery Classes.
  - a. Deliver platters.
  - b. Set up and/or maintain buffet.
  - c. If staying to serve, clean up everything having to do with food service and any items used on site.
  - d. If dropping food off, pick up remaining food service items at arranged time.

**Time Commitment:**

- 4 – 6 hours per class
- 1-year commitment

**Relationships:** The PMM Discovery Class Assistant Caterer works together with and under the direction of the Head Caterer and Class Coordinator.

**Training:** The PMM Discovery Class Assistant Caterer will be trained by the Head Caterer.