

Board of Elders

Personal Member Ministry Discovery Class Head 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 Head Caterer organizes the menu, and purchases and prepares food for Discovery Classes. The Head Caterer delivers food and when appropriate, sets it up and keeps it replenished. If necessary, the Head Caterer stays to clean up with the Assistant Caterer.

Qualifications:

- Strong communication and organizational skills
- Works independently on complex projects
- Experience planning and preparing food for large groups
- Able to work under the pressure of deadlines
- Knowledge and use of good sanitation practices
- Available weekends or evenings, according to class schedules

Responsibilities:

1. Organize a menu for the Discovery Class. Examples include cheese and cracker trays, vegetable trays and dips, fruit trays, sandwich platters, soups, muffins and breads with cream cheese and/or butter, fresh-baked cookies or similar desserts.
2. Determine which items need to be purchased, and which items are available at function location.
3. Determine where prepared food will be stored until served and reserve the space if necessary.
4. Meet with Assistant Caterer to divide duties for the class.
5. Approve with Discovery Class Coordinator the times for drop-off and pick-up.
6. Determine which items will be purchased by Head Caterer or Discovery Class Coordinator.
 - a. Purchase items as determined and submit receipts to Discovery Class Coordinator.
7. Prepare food.
8. Deliver food. Depending on arrangements,
 - a. Label and store food properly, communicating information to appropriate person, **or**
 - b. Stay to put out and serve food.
9. If dropping food off, pick up remaining food service items at arranged time.
10. If staying to serve, keep serving table refilled and clean. Clean up everything having to do with food service and any items used on site.

Time Commitment:

- 6 – 10 hours per class
- 1-year commitment

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

Training: The Discovery Class Head Caterer will be instructed as to needs and requirements by the Discovery Class Coordinator.