

Job Description

Chairperson: “Calling All Chefs”



This year's Chairperson is

Nicole Krotoski -- nrkrotoski@yahoo.com

The Calling all Chefs Committee is primarily responsible for soliciting the culinary efforts of our parent “Chefs” for the monthly teacher luncheons and teacher holiday meal. On occasion, the committee may be asked to help with other social functions as may arise.

Specific Duties of the Chairperson

The chair is responsible for maintaining a list of parent Chefs and coordinating with them (via email) to secure the menu for the monthly teacher luncheons and the teacher Christmas meal. The responsibility includes set-up, clean up, and determining a theme for each month. As part of the set-up process, the chair maintains a supply of paper plates, napkins, paper bowls, plastic drink cups, hot pads, trivets, a hot plate, and index cards (for food descriptions). A back-up supply of drinks is also maintained, including ice tea mix, lemonade, and coffee (regular and decaf). These supplies should be housed at the chair's home and can be reimbursed by the PTO. Any unused supplies are passed along to the new chair.

Chefs and Helpers are Needed for Teacher Luncheons!

Chefs

Teacher luncheons occur on the first Wednesday of each month after the early dismissal. Prepared dishes are dropped off at the School Hall early that same morning OR, directly at the Parish Center if closer to lunch time.

Parent Chefs make and bring dishes based on a monthly theme. Chefs are not required to commit every month – and there is no required contribution or minimum but servings to feed 8 are much appreciated! The menu themes and dates are set the prior year, so helpers can plan

out as far as they like or fill in gaps at the last minute. This volunteer effort is perfect for working parents as well those at home. Meals are generally planned a month in advance so there is plenty of time to prepare!

- **Specifics on deciding your prepared dish and dropping it off**

- Typically the Chairperson will plan and discuss the teacher luncheon about a month prior to the event. The Chairperson will ask who can bring what and how much – again, hopefully a serving to feed 8! Dishes may be juggled around a bit to avoid duplicates. No need to send in your best serving dishes as our kitchen is well stocked with nice things to use.
- Dropping your prepared dish Wednesday morning: Items should be left in the PTO kitchen/refrigerator in the school hall basement.
- Dropping off your prepared dish “Last minute”: Please bring your “last minute” prepared item directly to the Parish Center prior to school dismissal (11-11:30am). Knock loudly on the back door. If your item needs to be served hot, please bring ready to serve OR by 11:15am to ensure adequate warm-up time in the oven.

Helpers – Wednesday -- Set-Up /Clean-Up

Helpers are needed for meal set up in the Parish Center. Helpers should contact the Chairperson prior to each luncheon to see exactly what is needed for that luncheon. Time for set up is pre-set at 10:30am – 11:30am. *Leaving promptly at 11:30am is a must as teachers need to start their meeting and need privacy.* 😊

Helpers – Thursday -- Returning the Dishes

Each Thursday afternoon after a Wednesday luncheon, all leftovers and clean dishes are returned to the PTO kitchen. Helpers are needed for this important task. Arrangements can be made with the Chairperson and expect this to take at least one hour.

Serving a yummy lunch is a great way to let our teachers know that we appreciate them and brings a smile to their faces each month!