

# CAST DINNER TEAM DUTIES

1. A dinner team coordinator will call team members a day or two in advance to remind them of the date and time. **Arrival time is generally between 6 – 6:30 pm.** Times can vary depending on the meal. **Dinner is served at approximately 8:00 pm.** The dinner coordinator will also call the people who volunteered perishable food items to remind them of the item(s) and the time.
2. Team members will assist with cooking, counting plates and/or bowls, slicing or spooning out deserts and or rolls onto plates, dishing meals onto plate, and assorted kitchen duties.
3. Ingredients for the meal will be in the refrigerator and on the counter or on a shelf in the pantry labeled for that day.
4. Prepare pre-planned meal according to instructions located in the notebook labeled Kitchen Information.
5. When preparing plates for serving, portion out food evenly so that every guest receives approximately the same amount. **Seconds, if available, may be offered after everyone has been served.**
6. **Do not take special requests for food. Each plate should be the same for every guest. The Evening Coordinator should be advised any special dietary needs and record those needs in the log book.**
7. The **dinner team is responsible for cleaning the kitchen** - cleaning counters, stove and tables, and washing all dishes and pots/pans. Please return all items to their proper place. Sweep the kitchen floor and mop if necessary.
8. Leave several pitchers of water and cups on the counter for guests and volunteers for overnight. Place bowl of fruit (bananas / oranges) on counter. Put any decaf coffee that is left from dinner in thermoses on table in parish hall. Be sure creamer, sugar, cups, etc, are on the table.
9. Prepare the coffee pot for the next morning.

If you have any problems or questions, call John Nogosek: 757-646-5601.