



Quaker Open Christmas 2009  
Union Chapel, Islington, London  
23<sup>rd</sup> to 30<sup>th</sup> December

### **Quaker Open Christmas Job Descriptions:**

#### **COOK FOR THE EVENING SHIFT**

This is the busiest cooking shift and there are four cooks assigned to work. You will prepare three food presentations.

#### **Times:**

- 3:pm            Guests will start arriving. Please serve and have available: Hot Drinks, Cold Water/Squash, Crisps, Biscuits (individually wrapped), and Fruit. There is also soup, if needed.
- 6:pm            Dinner: Don't forget to eat as well!
- 9:pm            Serve more Hot Drinks and the scheduled Snack (which may need to be cooked – see the Cook Book for more information).

#### **Some things to be aware of:**

- Only the Cooks are allowed in the kitchen area.
- The chopping boards and cleaning materials are colour coded.
- Kate needs to know if you are running out of anything! Please call her – use the Shift Leader's phone at an appropriate moment.
- There are take-away boxes for any left-over dinners or for those who want to take away their dinner.
- You can make Sandwiches and Soup and add other lunch items from the pantry at any time to hand out to anyone outside.
- At least one evening activity requires cooking on your part – preparing the Christmas Cookies for decorating.
- You are responsible for keeping the kitchen clean.

#### **Tools You Will Need:**

1. All the menus and cooking instructions for each shift are in the 'QOC Cook Book' in the kitchen. It has a red cover.
2. All the food you need will be in the Pantry or the Fridges and Freezers.
3. Kitchen cleaning materials are marked Green.

*The purpose of each QOC Job Description is to help the entire Project run smoothly by ensuring that each job is assigned to a responsible volunteer. As long as the jobs are fulfilled, the roles can then be interpreted somewhat flexibly.*