



## **VERMILION KITCHEN CHAIR**

### **QUALIFICATIONS**

- One (1) year continuous abstinence from all drugs.

### **PRIOR TO THE EVENT:**

- Attends Vermilion committee meetings.
- Prepares menu to submit to committee for approval.
- Prepares budget to submit to committee approval.
- Prepares food lists based on menu.
- Shops for best prices (ULF, Sam's Club, etc.)
- Solicits head cooks for each meal.
- Solicits meetings to sponsor each meal.
- Solicits half-way houses for "special workers".
- Picks up incidentals for event.

### **DURING THE EVENT:**

- Checks in food inventory (if not done previously)
- Organizes food inventory with meals.
  - All items for Saturday breakfast together, Saturday dinner together, etc.
- Goes over with head meal cook what items are to be used.
  - Before meal is served, make sure all items for meal are out.
- Meets with kitchen help (Half-way houses) to let them know what the expectations are.
- Inventory food remaining at end of event.
- Confers with event chair questions/concerns.

### **AFTER THE EVENT:**

- Provides a detailed inventory of what food is left.
- Donates perishable items to local half-way house(s).
- Gives non-perishable items to newly elected Vermilion Chair.
- Provides a written detailed report at "wrap-up" meeting.

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