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## **2022 Trial Catering Manager – Job Description**

**Role will be performed by:** Carolyn Heide

**Summary:** the role is to ensure that there is lunch for volunteers and judges, each day of AAC Trials to the Paws4Fun fields at 2480 Taylor Road, Kemptville.

**Details:**

AAC Trials are Saturday and Sunday, the second weekends of June, July, August and September, so there are 8 trial days in total for which lunch must be provided.

Lunch will be ordered, picked up and delivered each day by a volunteer filling the role described below of “AAC Trial Food Fetcher”. The Catering Manager is responsible for either doing this role themselves or finding volunteer(s) to do it.

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## **2022 AAC Trial Food Fetcher – Job Description**

**Summary:** the role is to order and deliver lunch, for volunteers and judges, each day of AAC Trials to the Paws4Fun fields at 2480 Taylor Road, Kemptville.

**Details:**

AAC Trials are Saturday and Sunday, the second weekends of June, July, August and September, so there are 8 trial days in total for which lunch must be provided.

Monday or Tuesday of the week before a trial, the Catering Manager will send email to the Food Fetcher specifying exactly what food to get, where to get it, and what time to have it at Paws4Fun on Saturday and on Sunday. For example: 1 Gourmet Baguette Sandwich Patter, 1 Wrap Stars Platter and 1 Premium Fruit Platter from the Kemptville Independent Grocery Store to be at Paws4Fun at 1pm on Saturday.

The job is to order the specified food in advance, pick it up, and deliver it to Paws4Fun each day at the requested time. There are two options to pay for the food: come to Paws4Fun prior to picking up the food and get cash from the Trials Secretary; or, pay for the food and be reimbursed by the Trials Secretary immediately on delivery at the fields.

This job is estimated to take 2 hours per trial day, so it will count as 16 volunteer hours for the year.