



Community Meals Volunteer Information

Preparing and Setting Up for the Meal

- ❖ All surfaces in the dining room and kitchen are sanitized with a bleach solution. If time allows, all chairs are quickly wiped down. Tables in our dining room are set with placemats, napkins and utensils, water glasses, salt and pepper caddies and centerpieces.
- ❖ Stack 50 plates on the service table in the dining room. The coffee and tea station is set with cups, creamers, sugar and tea.
- ❖ Books, toys, crayons and coloring books should be straightened in the family section.
- ❖ In the kitchen, all food handlers must wear gloves. We stock three sizes.
- ❖ Menu should be displayed on the dry erase board. Creativity is encouraged!

Serving the Meal

- ❖ Volunteers serve milk and juice to our guests starting at 4:45*. A cart is set up with pitchers of milk, juice, and glasses and pushed around the dining room to each table. Refills are permitted.
- ❖ One water pitcher is placed on each table. Butter and condiments are served in individual packets and placed on tables in small dishes.
- ❖ Meals are served between 5-6pm*. Our volunteers act as wait staff for the evening. Guests are not allowed to serve themselves, so volunteers should be attentive to their needs and keep circulating in the dining room.
- ❖ We have a dual mission of hospitality and encourage our volunteers to engage in friendly conversation with our guests and to take time to sit and share a meal with them.
- ❖ Each guest is served a meal, offered a second helping, and dessert. Keep an eye out for newcomers- guests will continue to arrive throughout the evening.
- ❖ When serving second helpings, a clean plate is always used. All second helpings and takeouts are tracked on a tally sheet.
- ❖ One take out meal is offered to each guest, if enough food is still available. Make sure to go to each table, asking if anyone wants a meal to go.

*Sunday meal service is one hour earlier from 4-5pm

Cleaning Up

- ❖ When the meal ends, tables must be cleared, sanitized and the floor swept in the dining room. On Thursdays, chairs are stacked against the wall (4 per stack).
- ❖ In the kitchen, all dishes must be sanitized in the dishwasher, counters sanitized, floor swept and mopped and trash taken out. Crush recycling and put in mixed recycling bin in the hallway.
- ❖ Dinner plates are counted before being put away. Combined with the number of take-out meals offered, this tells us the total number of meals served for the evening.
- ❖ Left over food is packaged for the food pantry and contents are labeled and dated.
- ❖ Dirty aprons and towels go in the laundry bin by the dishwasher.

Contact Information

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