



**Salvation Army North - Lunch Site**  
**2024 Lyndale Avenue North, Mpls MN**  
**Serving Lunch Monday thru Friday 11:30am - 12:30pm**

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## **Main Details**

### **Salvation Army Building contact:**

Main Building person: Kerin Chase

### **Loaves and Fishes Site Coordinator Contact info:**

[sanorth@loavesandfishesmn.org](mailto:sanorth@loavesandfishesmn.org)

### **Lunch Service Hours:**

11:30am -12:30pm Monday thru Friday (5 days per week)

Prep for 70 guests

### **Wi-fi Password: N/A**

**Refrigerator/Freezer space:** The 2 fridges and 1 freezer located in the kitchen are for L&F use. The fridge in the pantry is shared: we use left side.

## **SET UP and Lunch Prep**

### **Arrive at what time:**

No later than 9:30am and should depend on what you are preparing.

### **Enter in which door:**

Salvation Army front door.

Food/supplies can be brought in through side exit door to parking lot (hall between pantry and kitchen). Prop open only for short trips in and out.

DO NOT use emergency exit doors in gymnasium.

### **Who has sets of keys?:**

Regular site coordinator and front desk staff.

### **Keys are located:**

Front desk staff may loan you their key/fob to open the doors and return the key/fob once all doors are opened.

**\*\*Key/fob required for access to the Pantry and Kitchen**

**\*\*Key required for access to the mop closet and table/chair closet**

### **Doors that need to be unlocked:**



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Kitchen, Kitchen serving window, Pantry, Gym, Mop Closet, Closet where the Tables and Chairs are located.

**Lights are located:**

By each door **and**

Back wall -

- left picture is with the lights/fan on.
- right picture is lights/fan off



**Where to put signs:**

A-Frame board is located in the front vestibule; put out on sidewalk in front of the building

**Turn on dishwasher (Instructions):**

Close dishwasher door, turn on power button and it will fill. Flip heat booster switch (lower left) up to turn on.

**Turn on coffee maker (Instructions):** not currently serving coffee; very few guests drink it

**Fill mop buckets:**

Mops, buckets, and solution are located in the mop closet in the hallway. **Please note:** the solution used for the kitchen is the “Green button” and the solution for the dining hall aka Gym is the “Brown button”. Be sure to put the hose coming out of the Green button into your bucket. You need to firmly push the Green button to start the flow of the solution.

**Locations of supplies:**

**Hairnets:**

Hairnets are located on the shelf above the stove

**Aprons and clean rags**

Aprons: in the Pantry on the metal shelves to the right. Rags: on shelf behind kitchen door (across from dishwasher)

**Silverware:**

Located behind the double door cabinet directly below the serving window.

**Plates/Cups:**

Located in the cabinet to the right of the serving window.



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**Garbage and garbage bag:**

Garbage bags are located in the Pantry. Left wall, eye level

**Sanitizer buckets - RED:**

Red buckets under sink. Use the appropriate sanitizer button (left).

**Detergent bucket - GREEN:**

Green buckets under sink. Use the appropriate detergent button (right).



**Special stove and/or oven instructions:**

**\*\*Note:** The flat top is always very warm. Do not set plastic plates, cups or other items that may melt on this surface.

**Flat top:** Must be cleaned with Scotchbright Solution cleaner after use (located on the storage rack behind the dishwasher. Gunk tray must be pulled and cleaned as well.

**Ovens:** Cook slower than oven at home. Plan accordingly. If you spill, please wipe up or it will smoke.

**Convection Oven:** Cooks very quickly and is extremely hot. Take great care when opening the doors and ask that anyone around the oven to step out of the way. The doors are hotter than you expect and will burn you very quickly - wear long oven mits.

**Dining room setup:**

Setup all tables for dining (Generally 6 tables with 6 chairs)

Put one table close to the serving window for beverages.

Put one table by entry door for dish/utensil disposal (This table is usually setup. Do not put this table away.)

Dirty dish drop off area should be setup using the items from the picture.

**\*\***laminated labels are located on the shelf behind the dishwasher.

**Other Set-up notes:**

Sanitize all tables once the dining room is setup





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Fill Orange large thermos (near dishwashing sink) with cold water) to be used for drinking water during serving. Set up thermos and empty cups on the beverage table in dining hall.

MILK update: serve directly from serving window, not as shown in the picture

Set out bowls of salt and pepper packets (stored above the stove) on the beverage table. More packets in pantry if needed.



### **SERVING**

#### **Doors open/Guest entrance at:**

11:30am. Push open the right door to the entry hallway; will catch with a magnet when pushed all the way to the wall.

#### **Serving starts at:**

11:30am

#### **Counting technique:**

Count Plates, Set out 60 plates at the start of service.

We do not count second servings.

#### **Describe serving style:**

**Line serving or Table service?**      Line

#### **Policy on seconds:**

Check with team if there is enough at 12:20

#### **Policy on take home meals:**

We **do not** provide foil, plastic wrap or to-go containers for guests. Also, We cannot put food into guest containers, rather put food on a plate and they can put the food in a take away container.

#### **Other Serving notes:**

Deliver plates to any guest who cannot carry their own.

#### **Serving Warmers:**

If you plan to use the steam table, close the lever below the warmers (turn handle horizontal) by 10:45am

1. Fill the warmers with about 1" of water. The water will self-level across the 3 warmers.
2. Turn on the amount of warmers you intend to use and select a heat level. (Switches under temp knobs)
3. Ensure the warmers have covers on them.

**\*\*Do not use disposable trays in the warmers.**



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**Cleanup - Dining Room**

Close doors to hallway into the gymnasium. Do not close the Gym doors.  
Clean all tables and chairs where needed with detergent prior to putting away  
Stack tables on rack (leave in gym)  
Stack chairs on racks (return to back hallway closet)  
Sweep gym after each service  
Mop gym if needed, likely mopping only required around the beverage area, dirty dish area, and in front of the serving window.

**Clean-up - Kitchen**

Drain and wipe down dishwasher (Instructions):  
    Drain dishwasher by lifting the drain lever - should be horizontal.  
    Remove dishwasher metal "food catcher" basket and spray clean. Return to dishwasher.  
    Sweep and Mop kitchen floor \*\*This is a must do every day.



Garbage/recycling instructions:  
    Bring to dumpster in back parking lot  
    Boxes must be broke down

Paperwork Instructions/Locations:  
    Record guest count on counts sheet in far corner of the kitchen (SA has requested we provide these numbers).

Sanitize all countertops in kitchen.

Make sure everything is turned off and put away.  
NOTE: Garbage cans MUST be left in the back corner by standing freezer, otherwise they can set off the security system at night.

Return free meal sign to the front vestibule.

Put everything back in appropriate place, kitchen should look the same as you found it, or better!

Close all doors

**Other Instructions:**

Prior to leaving for the day, both kitchen doors, serving counter rolling door, and pantry door must be closed and confirmed locked.