



Holy Rosary Dining Site Procedures

Address: 2424 18th Ave S. Minneapolis, MN 55404

Serving Days: Monday through Thursday

Serving Time: 5:15 – 6:15

Site Coordinator:

Site Email: holyrosary@loavesandfishesmn.org

Coordinator Email: cbourdo@loavesandfishesmn.org

Coordinator Cell:

Site Contact: Ginger Graham, Executive Director

vegm.centro@gmail.com

Main Office: 612-724-3651

Ext. 214

2nd Site Contact: Joe, Building Manager (Retired but still working a bit)

Cell: 612-751-9605 (Text OK, do not contact after 5pm)

Security Contact: Site Supervisor, Terry Brown, 651-214-1258

The Regular Guard: Ashanti, 612-442-3543

If you have any questions or are in a state of emergency contact:

First: Rachel Friesen: Director of Sites

Cell: 816-206-4505, Email: Rfriesen@loavesandfishesmn.org

If Gas Leak: Call Gas Company, 612-372-5050 then text Joe.

Second: Christian Bourdo, Site Coordinator

Third: Cathy Maes: Executive Director

Cell: 952-992-0000, Email: Cmaes@loavesandfishesmn.org

Fourth: Joe, Building Manager

Opening Procedures

If Monday, see “Monday Special Opening Procedures” for additional steps.

Upon arrival, prepare sanitizer spray, turn on dishwasher, turn on hot water booster, turn on hood fan, turn on dishwasher exhaust fan.

Place yesterday’s dirty rags hanging on sink in dirty bin across from convection ovens and retrieve clean rags from back of office. Roll out the supply cart at this time, see Supply Cart in Index for what materials should be on there. (If there are dirty rags on Monday, those are Church rags. Collect in “exchanged supplies bin” and set aside above the sink)

Sanitize all Kitchen Counter-Tops; Unlock Kettle Room; Turn on Coffee-Maker if using.

Roll out Cup Cart. Roll out Free Little Library to just outside the office along the south wall.

During hot summer days, plug in the big fans in the dining area.

Before Service

Prepare two mops buckets and two spray bottles for wiping tables.

Put utensils into utensil caddy (stored by cutting boards) and lay out napkins in a 21’ cutlery bin.

Create 1 or 2 service lines on stainless tables outside the kitchen.

Create Drink station on a roll cart with milk, water and coffee (no coffee on hot summer days). The utensils and napkin are placed on the drink station.

Water is put in a big beverage dispensers (labeled Mini) and coffee is put in brown beverage dispenser (labeled coffee).

Lock Office Door (turn off light) and bathrooms shortly before service begins.

Security will open guest entrance and let in those that need to use the elevator entrance. Open as soon as you are able even if security guard has not arrived yet.

Meal Procedures

Doors open at 5:15 or soon after, never before. Doors close at 6:15.

Greet and count guests as they walk if you are able. The security guard can count if needed. During Summer Food Service Program, counting should take place at point of service.

Seconds are served at 6pm or 5 minutes beforehand. Only go outside of this time frame if numbers are low and there is an abundance of food.

Seconds on milk can be provided if a Volunteer team brings 8+ gallons.

To-go portions are only served near or after 6:10, depending on amounts left, and only if the guest brought their own container. Do not provide to-go containers/plastic wrap/foil.

Clean Up Procedures

As 6:15 hits, wipe down tables and chairs. Afterward, put up chairs on the tables. Sweep then mop all the used aisles. Try to put back down on Tuesdays and Wednesdays. Sweep and mop around the serving table. Spot mop if low on volunteers.

Put reusable leftovers in disposable containers (in office), label and date them before storing in the fridge/freezer.

Return clean pots, pans, trays, and other cooking materials to their homes, return clean trays to tray carts (equal distribution), collect clean utensils in the marked utensil tray and store atop the baking trays.

Clean and turn-off Coffee Maker, if used (turn dial to off position)

Wipe down Kitchen cooking and serving surfaces.

Sweep then mop Kitchen once all food has been put away.

Drain and clean-out food catcher in Dishwasher after all dishes are washed. Drain 3-part sink.

Drain beverage dispensers and place upside down in 3-part sink to dry once clean.

Return Cup Cart, Supply Cart (with all the contents), and Free Little Library to the Office.

The Supply Cart does not have a designated home in the Office.

Take out trash and recycling (break down boxes)

Empty mop buckets, rinse mop heads, hang to dry
Empty wash buckets and hang rags to dry on 3-part sink.

Unlock Bathrooms and Prop Doors Open

Turn-Off: Ovens, Hood Fan and Light, Dishwasher and Booster, Dining Area and Kitchen Lights.

Before Leaving

The Site Coordinator is the last out. See “Thursday Special Closing Procedures” if the end of the week.

Make sure kitchen is in picture perfect shape. Turn off hood fan and lights, dishwasher, hot water booster.

Text guest count to Site Coordinator (kid/adult/milk) or if Summer Food Service Program, record numbers in SFSP binder.

Turn Off Lights in and lock: Kettle Room, Office, Dining Area, Kitchen.

Make Sure Guest Entrances and Closed, Locked, and Lights turned off.
(Security usually checks the doors)

Hang Rags To Dry on 3-Part Sink Overnight.

Make sure both double doors for the Kitchen Entrance and Locked on your way out.

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Bathrooms:

Bathrooms are located in the southwest corner of the Dining Area. They are locked during the meal. Often the security guard will lock them. The key is located on the Supply Cart. Guests using the bathroom can be determined at your discretion (e.g. for kids or for senior citizens). Allow one person at a

time to use the bathroom, Security or Site Coordinator should stand guard as a guest uses the bathroom. No bags allowed in the bathroom. Bathrooms are unlocked and propped open, after last guest leaves and before Site Coordinator leaves.

Coffee:

The Coffee Maker is located across from the convection ovens. Do not make coffee on hot summer nights. If you plan to make coffee, turn dial to day at least 2 hours before service. It will take about 1 hour to heat up. Once the temp reaches "Brew" you may make coffee. Make 1 half portion. Make sure power switch is in "on" position and move size switch the left for "half." Coffee supplies are on the supply cart. Fill coffee filter with 1.5-2 bowls of ground coffee (Decaf). Even out ground in the filter. With top lid off, push down the "Start" switch to begin. Move the water spout and the filter bowl around to make sure all the grounds become wet. Process takes about 30-60 seconds.

Pour Coffee into big brown beverage dispenser (stored by three part sink). Make sure filter and grounds are dumped after using. Turn dial to off position and rinse the inside of the urn during clean-up.

Dining Room Setup:

All tables must be wiped down with sanitizer prior to open.

Dining Area is typically set with 7 rows of tables (5 near kitchen, 2 in back near guest entrance). One more back row table is needed if seeing number at 140 or more. Less 1 table is needed at the beginning of the month.

Silverware can be wrapped and given to each guest upon receipt of their meal by a volunteer. Napkins are in the office.

Before service, setup service station with trays, and any necessary bowls. Serving lines are created on the stainless steel table outside the kitchen. Set this up in a way that will make service easy and convenient for you, with utensils ready. There is enough space to do two mirroring serving lines if there are enough volunteers.

Ready two mop buckets and 2 spray bottles for wiping tables. Put clean-up supplies along the west wall of the dining area, close to the supply closet.

Dishwasher:

The dishwasher is located in the southeast corner of the Kitchen. Turn on dishwasher, located under dishwasher, and the hot water booster, located on floor between dishwashing station and 3-compartment sink, upon arrival. Run dishwasher once to fill (if not so) and run again to check temp (150 degree wash, reach 180 on rinse).

The dish machine is very old and ready to break so please be gentle and careful when operating it.

Dishes that are too large to go through the dishwasher (i.e. cutting boards, caking sheet, etc.) must be washed by hand in the three compartment sink. Set the three sinks from left to right with hot water and soap, then a clear rinse, then hot water and 4-5 sanitizer tablets. Items must be soaked in sanitizer for 20-30 seconds.

Dish soap, sanitizer tablets, dish machine detergent, and rinse agent are located in the Office.

Before service setup the dish window with one plastic bucket full with soapy water on the right for silverware.

Entrance:

Enter through the main kitchen doors located next to the parking lot accessible along 17th Ave S. Keep one of the outer doors propped open and the inner doors locked at all times.

Arrive by or shortly after 1:30pm.

First Aid:

First Aid Kit is located in the right most cabinet beneath the table across from the microwave near the dishwashing station.

Free Table:

The Free Table is set up along the east wall. There you can layout sandwiches from the freezer and other items you'd like to get rid of. Volunteers will bring items to put out as well. They must take home anything that is not taken.

Fridge, Freezer, Cooking Materials:

The 3-door fridge closest to the main kitchen doors is for Loaves and Fishes use, try to leave middle column vacant over the weekend.

Cooking pots, pans, and utensils/knives are located in the Kettle Room which is located in the alcove in the northeast corner of the Dining Area.

The white chest freezer closest to Kettle Room door is for Loaves and Fishes use.

Cutting boards, baking sheets, and eating utensils are located under the table across from the 3-compartment sink in the Kitchen. Knives are not given out.

Trays are located on carts on both ends of the serving table outside the Kitchen. Bowls are located in the Office. Cups and mugs are located on Cup Cart in the Office.

Spices, seasonings, oils are located in the Office. Single serving salt and pepper packets are on the Supply Cart.

Rags are located on the supply cart and in the Office. Clean rags should be used each day. Dirty rags are placed in the dirty bin next to Coffee Maker after hanging to dry.

Garbage & bags:

Garbage bags are found under the table across from the stovetop. Extra bags are found in the back of the Office. Garbage and recycling must be taken out each night.

Hoods:

Turn on Hood fan upon arrival if not on already. Fan and Hood light switch is located east of the stove.

Lights:

2 of 3 Dining Hall lights are located outside the kitchen near the dish-return window. The 3rd light switch is located in the southeast corner of the multipurpose room on the south end of the Dining Area. The Kitchen lights are located near the kitchen entrance/exit next to the dishwashing station. The multipurpose room remains locked. The key is in the top left drawer of the office desk. It has a rubber band and paper clip attached. Be sure the door is locked when finished.

Mailbox:

There is a mailbox located in the church office that collects mail made out to Loaves and Fishes. Nothing is mailed to Holy Rosary for the most part but when things are, check with the church office staff. Office entrance is located outside on the east side of the building.

Paper work:

Civil rights binder is found either on the supply cart or in the “More-Ways-To-Give” basket. Each team has a sheet for them, found behind the tab. There are extra sheets if needed.

Volunteer sign-in is found in the “More-Ways-To-Give” basket. I have not been using this.

Please text the final meal count and milk count numbers to the Site Coordinator.

During Summer Feeding Program, program binder is found next to printer in Office.

Resource Providers:

Third party resource providers will visit the site frequently. They will set up a table along the south wall of the dining area. So far, providers are: ISTOP, a U of MN Med School group that provides medical resources on Wednesdays inconsistently; SNAP outreach program; Karen Jarmes brings clothes to give away every other Thursday.

Sandwich Project:

Each Thursday, 2-3 boxes of sandwiches are delivered around 1:30/2pm . 1 full box is laid out on Thursday on the Free Table. The rest are spaced evenly Monday through Wednesday.

Sanitizer & Buckets:

Sanitizer Tablets and buckets are found above the 3-compartment sink. The spray bottles are on the supply cart on Monday but above the sink during the week. Drop 1 tablet in one bottle and fill to full line. Wait for tablet to dissolve. Pour half of solution into another spray bottle and fill both to the fill line.

Service:

Service goes from 5:15 – 6:15, seconds if available are served from 6 on.

Guests enter and exit through entrance on the southeast corner of the dining area (doors are unlocked during service). Handicapped guests may wish to enter through the elevator entrance on the west side of the Dining Area. These guests will need to be let in as they arrive.

Bathrooms are locked during the service. (See “Bathrooms”)

To go policy: if guests bring their own to go’s they can be served a second plate of their liking and can then, store their remainders in. Volunteer teams may take home what they like but must provide their own containers.

Leftovers should be placed in an appropriate size aluminum steam table tray or gallon-size bag, then labeled and dated before being stored in the fridge. Dry goods are stored in the office. Some leftovers can be served at Temple Core lunch site.

Supply Cart

The Supply Cart houses all the disposable items volunteers need as well as other cooking materials needed during the meal. It is stored in the office overnight. Extras of items are stored in the office.

Contents: Gloves, hair nets, coffee materials, plastic and foil wrap, salt and pepper packets, clicker counters, guest entrance key (red handle), bathroom key, pens and markers, rags, napkins (2 packets), extra paper towels, trash bags, plastic utensils (if needed).

Water & Milk:

Milk is in the fridge and is counted by clicker (count the first glass for children under 18 only; not during Summer Feeding Program) which is found on the supply cart. There is no ice for water. Water is placed in two big beverage dispensers (marked Mini). They are kept near three part sink over the weekend and left upside down in the sinks each night during the week. Put the water and coffee beverage dispensers on a cart and put next to the drink station.

Monday Special Opening Procedures

Put up or take down chairs as needed. Keep chairs on 2-5 of the tables in the back row (farthest from the kitchen), keeping the chairs up on tables closest to the bathrooms.

Collect all Holy Rosary Cleaning Supplies (dish soap, bleach, comet, paper towels, etc.) and put out Loaves and Fishes Supplies (dish soap, sanitizer tablets, paper towels). A bin marked “Exchanged Supplies” is in back of office for this purpose.

Bring out “More-Ways-To-Help” bin and place on table across from fridge near bulletin board.

Thursday Special Closing Procedures

Try to run stove covers through the washing machine. Rinse off before putting through. Put back when dry. (If covers look ok, you can skip this step.)

Put out Holy Rosary Cleaning Supplies and collect Loaves and Fishes cleaning supplies in “Exchanged Supplies” bin (see note above in Monday Special Opening Procedures for detail). Place the four spray bottles on the supply cart to be stored in the office over the weekend.

Store the beverage containers above the wire shelf next to the 3-part sink. Lay them horizontal on top of one-another. Leave lids off and place next to them on top on the wire shelf.

Put “More-Ways-To-Help” bin in the office.

PHOTOS OF SETUP



