



Hope Church Dining Site Procedures

Dinner @ 5:00 – 6:00 Mon - Thurs

Address:

7132 Portland Ave S, Richfield, 55423

Building contact:

Coordinator Contact info: Trevor Koch 612-867-1733

Assistant site coordinator name/hours: James Carlson 612-298-5486

Wi-fi Password: feedall1917

SET UP

Arrive at what time:

1-2PM

Enter in which door:

Main door

Who has sets of keys?:

Volunteer office in Loaves box

Keys are located:

Keys are in the church's office drawer marked with Loaves & Fishes

Doors that need to be unlocked:

Main door before you enter

Lights are located:

inside Loaves doorway

Where to put signs:

A-Frame board:

Red "Free Meal" signs:

Turn on dishwasher (Instructions):

Close door, push power switch to on. Dishwasher will fill automatically.

Turn on coffee maker (Instructions):

The maker is on the counter just across from the garbage disposal in the kitchen.

Make Coffee (Instructions):

Place filter in basket. Coffee is in big Tupperware style container in our left cabinet. Fill plastic container with 3½ level scoops. Pour in filter. Start coffee around 4pm. Turn on smaller coffee maker to the left of big coffee maker to the left of big coffee maker incase needed later

Special stove and/or oven instructions:

Locations of supplies:

Salt and pepper:

Glove, aprons, hairnets:

Found in cabinet to the left of refrigerator – place along back wall

Silverware:

Cups:

Plates/Trays:

Garbage and garbage bag:

Sanitizer buckets:

Red buckets under dishwasher. Put 1 tablespoon on bleach in each bucket then fill halfway with warm water.

Sanitizer:

Bleach

Rags:

Put ¾ red handy wipes per bucket

Fill and place sanitizing water and rags in following locations:

Dining room setup:

If an assistant site coordinator is present, what are their duties?

Other Set-up notes:

Set out 9-10 water pitchers on the right of the 2 big sinks along back wall. These will be used for water during serving. The team should fill and put them in fridge

Set up beverage cart in dining room after 4pm. 2 milk, 2 waters, 2 urns of coffee, sugar/creamers/spoon holder

Wipe down tables(and chairs if needed) before 4:30

Place salt and pepper shaker on each table.

Ask team what guests will need to eat (Spoon, fork, knife) and set out for guests

Have a team meeting with volunteers before serving

SERVING

Doors open/Guest entrance at:

Serving starts at:

5:00 pm

Counting technique:

clicker

Describe serving style:

Line serving or Table service? Line

Policy on seconds:

Check with team if there is enough at 5:40

Policy on take home meals:

Other Serving notes:

Before 5, give guests who cannot go through line black cups, the team will assign 2 people to deliver trays

Clean-up

Lock doors at end of serving time

Sanitize all countertops in kitchen

Method for wiping down tables and chairs:

Wipe all tables and chairs

Special dishwashing instructions:

Sweep/mop/vacuum floors in following locations:

Drain and wipe down dishwasher (Instructions):

Garbage/recycling instructions:

Bring to dumpster in back parking lot

Paperwork Instructions/Locations:

Record freezer and refrigerator temps on chart outside of cooler

Record guest count on desk calendar and wall calendar

Make sure everything is turned off and put away, including:

Bring in red free meal signs

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

Lock all doors

Other Instructions:

Clean coffee maker and fill with water overnight for storage.

Lock file drawer, cabinets, and desk

Put keys (3 sets) back in drawer in volunteer office which is next to hope churches main office.