



Plymouth Covenant Church—Dining Site Procedures

Address: 4300 Vicksburg Ln. N, Minneapolis, MN, 55446

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Coordinator Contact info: Sanjeev Bhonsle, sbhonsle001@luthersem.edu, 612-381-4754

Director of Sites: Matt Anderson 612.709.4475, manderson@loavesandfishesmn.org

Wi-fi Password: godis111

Arrive at what time: 2:30-3:00p.m.

Enter in which door: main church entrance (2nd set of doors)

Who has sets of keys?: on site—keys are located in lock box downstairs. Follow hallway straight at the bottom of the stairs, then left; lock box is mounted at eye level next to door at end of the hallway, code 2739. Key chain includes one key for kitchen; one key for storage closet in gym.

Lights: Kitchen lights inside kitchen door to the left. Gymnasium lights to the left of gym doors.

Prep for how many? ~60-70 guests

UPON ARRIVAL

- 1) Retrieve keys from lockbox; unlock kitchen and bring wire cart(s) upstairs to unload food.
- 2) Place sandwich board and red FREE MEAL signs (located just inside the church entrance to the left): sandwich board along the sidewalk next to main church entrance, and red free meal signs at either entrance to the church parking lot, and one near the Cub Foods at Vicksburg Ln & 36th Ave N. (south of church; park in library parking lot to place sign at the corner)
- 3) Unload and store food in kitchen. L&F shares the kitchen space with many programs in the church; our designated space is the left half of the left fridge, and the left half of the freezer. Do not leave any food in the church's fridge space.
- 4) Turn on dishwasher. Instructions are on front of dishwasher.
- 5) Sanitize countertops; sanitizer buckets are in dishwashing area; use premixed sanitizer solution from dispenser on the 3-compartment sink. Clean rags are in white tubs in the corner of dishwashing area.

LOCATION OF SUPPLIES

Clean aprons & rags: back corner of dishwashing area

Sanitizer and detergent buckets: Shelves across from dishwasher

Hairnets and gloves: shelves in back pantry marked Loaves & Fishes

Tableware: glasses, mugs and silverware in back pantry; plates and bowls in rolling rack next to dishwasher

Tables and chairs: storage closet (2nd door on left of gymnasium)

Napkins: back pantry shelf (may use any from church's supply or L&F)

Foil, plastic wrap: Loaves & Fishes shelf

Stovetop pans: hang above the prep table

Large pots, bowls and hotel pans: back pantry shelves

Cooking and serving utensils: bins underneath prep table

Knives and cutting boards: magnetic knife rack and shelf above food prep sink

Broom and mop: corner across from dishwasher

SETUP AND SERVING:

Generally this site does not have volunteers for cooking. Plan to arrive with enough time to prepare meal alone.

Volunteer team arrives ~5 p.m. and will set up chairs, tables and table settings. Open storage closet in gym before their arrival, and set out a cart with mugs and glasses, silverware and napkins.

Tables (usually 7-8 with 8 chairs at each) are set with silverware and napkin at each seat, 8 glasses and a water pitcher at the center of each table. One long table is set up along right gymnasium wall for coffee and milk.

Open dish window (button next to dishwasher). Set out bucket of soapy water for used silverware. Make sure large trash can is placed in gym next to dish window for food scraps.

Coffee: in front left corner of kitchen. Make one pot of decaf, one regular. Instructions and all supplies are next to coffeemaker.

Menu board: Large whiteboard located under the stairs to the right; pull out into hallway so that guests can see it as they come downstairs.

Meals are plated in the kitchen and served to guests at their seats. Ask a serving volunteer to keep track of child attendance/children served milk. Track overall count by counting plates on the serving line.

2nds policy: if extra food, 2nds may be served at 6:15p.m. Reserve enough food for a late rush at about 6:20p.m.

Take-home policy: no take-home meals. No containers on site; guests are not to be given foil or plastic wrap, bags, etc.

CLEANUP:

Most days there is a dishwashing volunteer (Larry) available. If he does not come, assign 1-2 volunteers to dishwashing for the evening. Instructions for operating and shutting down are posted on front of dishwasher.

Serving volunteers help bus dirty dishes to the dish window.

After dinner, wipe down tables with detergent solution first (green bucket with pre-mixed detergent) and then with sanitizer (red bucket, pre-mixed solution)

Put away all tables and chairs.

Wash and dry all dishes; put away in proper locations.

Be sure to spray out filter basket in dishwasher.

Sweep and mop entire kitchen; spot clean in dining hall.

Wipe down all kitchen surfaces with detergent followed by sanitizer.

***On Saturdays** all stainless steel surfaces must be polished (polish found on shelves across from dishwasher)--spray surface directly with polish, then shine with rags or paper towel. Make sure no water spots remain.

Empty all trash cans; carry trash bags and recycling outside. Dumpsters are located in enclosure in NE corner of parking lot.

Place dirty aprons in laundry hamper next to dishwasher. Wet laundry must be hung to dry on drying rack under dishwashing sink.

****PCC has created a comprehensive checklist for kitchen cleanup, found in mailbox above the first handwashing sink. The church is very particular about cleanliness standards! Refer to checklist to be sure all tasks are completed and supplies returned to the proper place.**

Shut off all kitchen lights, lock door, return keys to lockbox.

Retrieve all signs outside.

Record guest counts on online calendar or e-mail to Cathy Maes or Rachel Friesen.