



## **Woodlake Dining Site Procedures**

**Address:** 7525 Oliver Ave. S. Minneapolis, MN 55423

**Serving Days:** Saturday & Sunday

**Serving Time:** 5:30 – 6:30

**Site Coordinator:**

Email: [Woodlake@loavesandfishesmn.org](mailto:Woodlake@loavesandfishesmn.org)

Cell:

**Site Contact:** Julia Skowronski (Office Receptionist)  
[jskowronski@woodlakechurch.org](mailto:jskowronski@woodlakechurch.org)

Main Office: 612-866-8449

**2nd Site Contact:** Laurel Johnson, lead volunteer  
[laurelmjohnson11@gmail.com](mailto:laurelmjohnson11@gmail.com), 952-884-5455

**Office Receptionist:** Julia Skowronski  
[jskowronski@woodlakechurch.org](mailto:jskowronski@woodlakechurch.org)

**Custodial Staff:** Scott Dahlquist: 612-919-9232 (c) 612-798-5708 (h)  
[sjaadahlquist@comcast.net](mailto:sjaadahlquist@comcast.net)

Jeffery (Saturdays and Sundays)

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

**First:** \_\_\_\_\_, Site Coordinator

Cell: Email: [Woodlake@loavesandfishesmn.org](mailto:Woodlake@loavesandfishesmn.org)

**Second:** Julia Skowronski (Office Receptionist)  
[jskowronski@woodlakechurch.org](mailto:jskowronski@woodlakechurch.org), Main Office: 612-866-8449

**Third:** Rachel Friesen: Director of Sites

Cell: 816-206-4505, Email: [Rfriesen@loavesandfishesmn.org](mailto:Rfriesen@loavesandfishesmn.org)

**Fourth:** Cathy Maes: Executive Director

Cell: 952-992-0000, Email: [Cmaes@loavesandfishesmn.org](mailto:Cmaes@loavesandfishesmn.org)

**Entrance:**

Enter through the front entrance through the far right hand door.

On Saturday and Sunday the building will be opened and closed for you by the custodial staff.

Time Frame:

Arrive no later than 2:30 and usually finished by 7:30pm.

**Keys:**

\*Keys to the kitchen cupboards and inside building doors is in a lock box in the drawer next to the refrigerator. The code is 572, (but those three numbers in any order will open it).

The small brass key opens the supply cabinet in the kitchen.

The larger key opens the supply & custodial office.

**A – Frame signs:**

One sign gets set up on the corner of the main entrance to the church by the telephone pole and the other goes at the very end of the parking lot on a small piece of concrete closest to the stop light, by the Little Free Library.

The signs are housed in the supply closet just to the left of the kitchen.

Signs are brought out on Saturday and taken in Sunday night. A guest, Arden, usually helps bring them in on Sundays.

**Bathrooms:**

Bathrooms are located next to the dining hall, near the main entrance.

**Lights:**

The Dining Hall lights are located on the right hand side of the entrance to the Dining Hall, the Kitchen lights are located on the right side of the kitchen entrance, the hood lights are next to the microwave, and the dish pit lights are on the far wall near the side entrance to the kitchen.

**Hoods:**

To turn the hoods on hit the “Fast” button next to the hood lights to turn on the kitchen hoods. \*\*This is currently broken but the church knows about it. The dishwasher also has an external fan which is above the sprayer labeled Ex. Roof Fan, turn that on before starting.

### **Cabinets, Coolers and Drawers:**

- . Cabinet #4 houses the Loaves and Fishes supplies.
- . Cabinet #5 houses extra cooking equipment, Hot plates, water dispensers, gloves, saran wrap and hairnets.
- . Cabinet # 1 houses the coffee supplies, and coffee is in Cabinet #4.
- . The left hand side of the silver cooler is for Loaves and Fishes use.
- . The right hand side of the silver freezer houses Loaves and Fishes food.
- . The majority of utensils are found in the utensils drawers adjacent the coolers. Knives are stored in the Cutlery drawer.
- . Sugars and Salt & Peppers for the tables are in Cupboard 1. A crate of other spices is in Cabinet 4.
- . Cutting boards are next to the microwave.
- . Bowls (both smaller glass and larger soup bowls) are located in the cupboards in the dish room.
- . Silverware is in the marked drawers under the cupboards, or may be in draining cups in the far right cupboard.
- . Trays are in the bottom cupboard on the far right hand side.
- . We provide our own dish towels (blue rags from Ameripride). Whoever serves on Saturday needs to bring them from the warehouse. These can be folded and set on the back counter of the dishroom during service, but should be placed in Cabinet 4 overnight. Dirty towels must be placed in either a green striped laundry bag or a crate/garbage bag to be returned to the warehouse.
- . Plates and mugs (which is what we use for all drinks) are in rolling racks under the service counter. Plates and green mug rack (china) are stationed on the left side of the divider when looking out the service window and blue racks (the mugs we use) are stationed on the right side of the divider.

### **Dishwasher:**

. The dishwasher is located against the far right wall. The dish machine and all disposals are very old and are ready to break so please, please be gentle and careful when operating them. The instructions are clearly printed on the front of the machine, please follow diligently. The machine will take about 15 minutes to fill and about 45 minutes to heat up, there are two heater switches to turn on. The dishwasher detergent (powder/Cascade) is loaded manually and can be found on top of the machine in a clear bucket. Extra dishwasher soap is kept in Cabinet 4 OR upstairs supply room above kitchen.

**\*\*We order Cascade by contacting Garrett (Warehouse Manager). Usually order 4 at a time.**

The soap is administered manually every third load and is simply scooped in over the top of the empty grates before starting a load. The machine is more of a sanitizer than a washing machine so please take your time to rinse and scrub dishes down before running them through. To start the dish cycle apply soap (every third load), insert dishes, close all doors and hit the “Automatic Start”/ Green Button, wash cycle takes about 2 minutes.

. Dish sink is located in front of the dish machine. Regular (Dawn) dish soap, for soaking difficult pots, is on a shelf below the sink opposite the stove. Before service set up the dish window with one empty plastic bucket on the left side of the window for liquids and one plastic bucket halfway full with soapy water on the right for silverware. Set a blue cup rack just to the left side of the window for cups and as service starts lay one of each type of item out as a “stencil” for guests to drop off their plates, small bowls, large bowls, trays etc.

#### **Sanitizer & Buckets:**

. Sanitizer is found under the food prep sink along with large red pails. L&F uses Steramine tablets (1 tablet per gallon)

#### **Garbage & bags:**

. Garbage bags are found in the cupboard above the broom closet and garbage is emptied nightly by the custodial staff.

#### **Coffee:**

. Coffee machine is located next to the dish window, upon entering the kitchen turn the knob to “10” and follow the instructions on the wall to brew. (Preferably have a volunteer from the church do this.)

Make one pot of regular coffee using two cups of grounds. You may have to run one or two pitchers of hot water, from the middle spout, over the grounds to fill the reservoir. We only make one pot.

Coffee serving pot is in Cabinet 1, along with refills for creamer and sugar containers. Coffee grounds are in Cabinet 4 with other L&F food items.

#### **Water & Milk:**

. Milk is in the fridge and is counted by clicker (count the first glass for children under 18 only) which is found in the instruction manuals drawer. One glass of milk per person. Water is served from plastic pitchers from the cabinet with that label. Ice if there is any is in the white freezer.

#### **First Aid:**

. First Aid kits are located in the “Miscellaneous” drawer in the dish pit.

#### **Paper works:**

. Civil rights binder and site procedures are in the 4<sup>th</sup> Cabinet, top shelf, please use them as needed. Other paperwork such as meal counts, incident

reports, demographics, photo releases, and volunteer verification forms are also in this binder. Freezer and fridge temp logs are on the freezer.

### **Dining Room Setup:**

- . All tables must be wiped down with sanitizer prior to setting.
- . Dining room is typically set with 12 tables, and has the faux flowers & vases of cabinet 5 on the tables. There are also table mats in that same cupboard. Tables are set with S & P and Sugar & Creamer and one Place mat. \*\*Clean placemats can be reused and are kept in the first cabinet.
- . Silverware is placed utensil-side down in the holed plastic silverware containers placed in the 6 unit holder. A stack of napkins is set next to the silverware. Napkins are in cupboard #4.
- . Before service, setup service station with trays, plates and any necessary bowls and hot plates. Set this up in a way that will make service easy and convenient for you, with utensils ready. I usually start with the hot dishes on the right and silverware all the way at the end, this way you can have a line service that moves easily. If we are serving soup, I serve that last.
- . The two stacks of trays are placed upside-down at the beginning of the serving line so that their long ends are parallel with the long part of the table.
- . We always count 80 plates in four stacks of 20 as a means of counting the guests. Make sure to count these plates before offering seconds and subtract from 80.

### **Service:**

- . Service goes from 5:30 – 6:30, seconds if available are served from 6:20 on.
- . Guests enter and exit through the main doors. Guests will start to arrive at 5 or so and can stay in the dining hall until service. Service is line service and starts from the right side of the service counter to the left.
- . 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. There is a small supply of guest and church donated to go containers in a clear plastic box under the clean dish side of the dishwasher, next to grey bins which are used for service. These are free for anyone to take, the food must however be served to them on a new plate and then they must transfer the food into that container. We prefer to have no leftovers at the end of the night, so please try to use up all that you prepare and give leftovers to guests or volunteers.

### **Cleanup:**

- . Once service ends have the tables washed and supplies brought back in to the kitchen, on Saturday you can leave supplies on the table on Sunday bring them in. \*\*Clean placemats can be reused and are kept in the first cabinet.
- . Please do a thorough job on wiping down all counters, ranges, sinks, and coolers and all other surfaces. We share the kitchen with a culinary class that

uses the kitchen Monday and Tuesday mornings, so the kitchen must be clean for them to start.

- . Run the rubber floor mats through the dishwasher both nights. Leave on the "Clean" counter.
- . Clean the dishwasher by turning off the heaters, draining it and spraying out the grates and machine thoroughly to remove any grit or buildup, then wipe down the outside and top.
- . Squeegee the dish counters and wipe them down with a clean towel.
- . Please make sure all surfaces are clean before sweeping and mopping.
- . Roll all dish racks, garbage cans, and carts outside the kitchen before sweeping and mopping.
- . Both nights:
  - . Sweep all floors using the blue dust mop (in the storage closet) and the small broom in the kitchen broom closet.
  - . Mop kitchen floors thoroughly, then replace racks, carts and garbage cans. Mops are in the Janitor closet.
- . Ensure that all cooler and freezer doors are closed.

**Leaving:**

- . Ensure that kitchen is in picture perfect shape and that all food is put away.
- . Turn off all the hoods, lights and fans.
- . Make sure food cabinet is locked.
- . Write down meal count!\*\*
- . Check in with the custodian and let them know that you're leaving.