

**CREEKSIDE
LOAVES AND FISHES
SITE COORDINATOR DUTIES**

SETUP:

- Site opens at 2:00 P.M. (Keys to office at front CC office if needed)
- Fill dishwasher: close door, push power switch to ON. Dishwasher will fill automatically.
- Set up Steam Table:
 - Pull yellow lever (under table) up to plug drain
 - * Put 2 buckets of water in the first well on the right. Add ¼ cup of white vinegar to first well.
 - **Do not turn on; volunteers will do this as needed.
- Set box of hairnets and gloves on counter on shelf by microwave for volunteers.
- Close dining room doors as soon as the room is cleared of previous users.
- Set up 2 beverage carts in dining room after 3:30 pm.
 - All pitchers are stored upside down on the shelf on east side of kitchen.
 - Put 2 coffee carafes, 2 clear pitchers for water, 2 gallons of milk, and 4 sleeves of styrofoam cups on each cart.
- Make coffee
 - Coffee is stored in the white plastic pail in cabinet #1 in kitchen.
 - One cup of coffee grounds makes 20 cups of coffee
 - Large 100 Cup coffee pots are kept on the upper shelf on south side of kitchen
 - Small pots for making 20 cups at a time are kept under the steam table.
Use small coffee machine next to the ice machine when adding coffee left by noon diners in dining room after 3:00 pm.
 - *Put liner and one cup of coffee grounds in holder. Push Black Brew button once, making 10 cup, then push it again after the 10 cups have been brewed to make 20 cups. Pour in large coffee pot. Repeat process till you make 80 to 100 cups.
- Put box of salt and pepper shakers in the dining room to be put on tables.
- Put napkins, silver ware and deep pan on in dining room to be wrapped by the volunteers. Put pan of wrapped silverware on steam table.
- Put sign out with name of serving team in slot by the double doors in dining room.
- Put 3 buckets of sanitizer water (warm water with 1 sanitizer tablet per bucket) with 2 cloths in each bucket on counter in dining room.
- Assist volunteers with food preparation if needed.
- At 5:10 meet with volunteers. (Welcome volunteers and make announcements)
- At 5:30 Open doors and welcome guests.
- Count guests with clickers; direct serving volunteers to new guests as they arrive.
- Assist and support volunteers as needed.

Updated 5/23/2019

- At 6:10 check with team regarding the amount of food left. Invite any remaining volunteers to eat. Call seconds (or announce that there will be no seconds if not enough food left).
- Supervise and join in clean up in dining hall and kitchen. Refer to clean up checklist for closing procedures.

CLEANUP:

*Start with Dining Room cleanup so that Creekside staff can handle tables and chairs.

- Clear beverage carts, wipe them down and put in hallway
- Put box of salt and pepper shakers on lower shelf of counter on south side on kitchen
- Make sure all tables and counters are wiped clean
- Put teams sign back into the office
- Empty all garbage cans and replace with clean bags (found on upper shelf on south side of kitchen)
 - Rinse garbage cans if dirty

*When finished in dining room, follow clean-up procedures in kitchen. We try to finish up everything by 7-7:15pm.

CREEKSIDE LOAVES & FISHES CLEAN UP CHECK LIST

- All water and coffee pitches stored upside down on correct shelf.
- Ovens turned OFF, Temp. and power switch OFF. Light off over ovens
- Steamer switch OFF. Clean inside and outside after use
- Braising pan- follow posted instructions to clean. Temp dial turned OFF
- Steam Table – heat turned OFF. Yellow handle down 1 inch to drain. Clean and wipe dry all wells. Put lids back.
- Dishwasher opened, Power switch OFF. Pull half moon shaped lever up to drain. Remove all food from metal basket and screen trays.
- All stainless steel surfaces (tops and sides) wiped down, including sinks and oven doors and handles. Clean sinks with soap and cleanser after dishes are done.
- Return all cooking pans to correct places.
 - 4” and 6” pans marked CCC on lower shelf in middle of kitchen
 - L&F 4” pans returned to L&F shelves on lower shelf on south side of kitchen
- All knives back in KNIFE drawer
- All supplies (gloves, hats, aprons, leftover plastic ware, and cups) placed in cabinet on south side of kitchen
- Put large box of condiments in cooler
- 100 cup coffee pot rinsed and put on shelf on south side of kitchen

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- All garbage – Tie bags tightly and dump in first blue dumpster in garage
- All recycling- Put in green dumpster in the garage. Rinse cans/bottles first.
- All carts wiped down and left in the hallway in front of steam table
- Make sure cooler is completely shut and light turned OFF. Nothing left on the floor. L&F food on L&F shelves ONLY. No leftover food left in cooler.
- Sweep floors and leave brooms and dust pan in kitchen on south wall by coat rack
- Clean coffee machine area outside of kitchen door
- Record cooler and freezer temps on chart outside of cooler
- Record guest count on wall calendar in kitchen
- Double check that all clean up chores have been done
- Lock sliding doors over sink and steam table
- Close and lock office door as you leave
- Make sure garage doors are closed and the light is turned off