



St. Matthew's Dining Site Procedures

Address:

490 Hall Ave, St. Paul

Building contacts: Steve, Custodian 651-402-1996 (mechanical, maintenance)
Reyes, Custodian 651-500-3959 (cleaning, supplies)

John Riehle, Parish Administrator: jriehle@st-matts.org

Coordinator Contact info: Ruffo Romero, 651-202-7907

OPENING SITE

Arrive at what time:

2pm-3pm – depending on group arrival time; you can park in the school parking lot next to the door – be very careful and aware of school children, use the entrance on Winifred Street and re-close gate if needed.

Enter in which door:

SW door labeled “social hall entrance” in parking lot

Keys:

Coordinator has a full set. Extra bathroom key (for refilling TP dispensers) in desk.

Doors that need to be unlocked:

Green door and brown outside door
3 Storage supply closets
Kitchen storage room

Lights are located:

Kitchen lights—by large coffee maker, by handwashing sink, by dishwasher and kitchen storage room
Dining Room lights—3 sets of lights, one inside each dining room door

Where to put signs:

A-Frame board: Outside dining hall door
Red Signs: on building wall

Turn on dishwasher (Instructions):

Flip up booster knob & turn on dishwasher. Close door to fill.

Locations of supplies: 3 large utility closets in janitor room.

Kitchen Utensil Cart: Stored in kitchen storage room, put in kitchen right away and sanitize counters

Glove, aprons, hairnets: 3rd closet, middle shelf, put a daily supply on counter next to freezer. These can be left out all week, and put away on Fridays. Aprons and rags (Ameripride laundry service) should be restocked

weekly, folded and stored in milk crates. Dirty laundry goes in crates under the counter.

Silverware: Wrap fork [and spoon if using] with napkins and fill silverware tray, place on serving line.

Loaves & Fishes has our own supply of forks since these are used more frequently and go missing more quickly; our supply can be left in gray bus tub after washing and stored with cups and mugs in kitchen closet. We share spoons and knives with the church; stored in drawers in the kitchen.

Glasses & Coffee: Rolling rack of cups and coffee mugs kept in kitchen storage closet. Roll coffee cups and glasses into dining room. Extra coffee cups are on shelves in kitchen closet.

Plates/Trays: In kitchen near steam table; count out 100-125 before serving – volunteers usually do this

Garbage: Bags are in 3rd closet. 1 yellow trash can in kitchen, 1 yellow in dish room. 1 grey one by dish window.

Sanitizing buckets

Two in dining hall – wipe down tables before, during and after meal – volunteers can wipe tables before meal

One in kitchen – all table tops should be wiped off before prep starts

DINING HALL SET UP:

6 chairs per table – Back left corner chairs can be left up on tables to minimize cleanup.

Make sure all chairs are off tables – except back left corner

Sanitize/wipe other 3 sections of tables

Fill: mop buckets, sanitizing buckets, silverware tub

Set out table service: napkins, salt & pepper, glasses, silverware

Other set-up as needed: count trays, make coffee, menu board, etc.

Make sure all garbage cans have liners, take out trash/recycling as needed

Check bathrooms to make sure paper towels and toilet paper are supplied.

[Turn on urinal] → should usually be left on.

Put out menu board on serving line

Put out grey tub with soapy water for dirty silverware

Large white bucket on floor outside dish window for liquids

Drink Cart:

Make 1 full batch of coffee (fills 4-6 carafes).

Instructions: Use 42-cup percolator next to microwave. Fill to 42-cup line, then add coffee to top basket (2 cups of coffee grounds, not quite full)

If desired, carafes can be put in dining room at 4:30

Fill up 6 water pitchers with ice & water (ice machine behind bar, at back of dining room)

Gallons of milk – start with 3-4.

[1 glass of milk per guest] **has not been enforced because teams bring more milk than needed; rarely need to pick up milk from warehouse.

Bowls of salt, pepper, creamer, sugar and napkins go on table by drink cart

Volunteers usually pour drinks.

SERVING

Serving time: 5-6pm

Counting technique: Clickers or reverse count 100 trays; guest counts go in calendar on white refrigerator

Describe serving style: Line service; look for guests who need assistance at table

Policy on seconds

Served at 5:45pm IF ENOUGH

Policy on take home meals:

A few guests will bring an extra meal home for family members. Guests are encouraged to bring their own containers.

**If guests are filling their own containers from home, they should be served on a regular tray and then load their container at the table. (Volunteers should not handle any containers unless they are brand new or sanitized in our kitchen.) Some sanitized yogurt tubs and clamshell containers in kitchen storage room

CLEANUP

Lock doors at end of serving time – 6:00pm

Kitchen:

Wipe down all counters, sinks

Shut off fans, ovens, double check fridge and freezer doors are closed

Sweep, mop

Empty all trash

Rinse coffee pots and carafes

Dining Room

Wipe off tables

Sweep

Mop

Put away brooms

Return glasses to dish room

Milk to fridge

Sweep/mop/vacuum floors in following locations:

Sweep and mop hallway

Dishwasher Area:

Turn off dishwasher and booster
Drain dishwasher and clean out basket
Wipe down stainless steel back and dishwasher sides

Bathrooms:

Daily: clean sinks, toilets, mirrors, sweep & mop floors, sanitary trash, check toilet paper, paper towels and soap.
Fridays: Take out trash.
[Turn off urinal]—usually kept on

Garbage/recycling instructions:

Bring to dumpster in parking lot
Recycle nightly, rinse out blue recycling bin

Turn off all lights and fans

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

Extra tasks:

Weekly:

Scrub tables with cleanser
Clean out garbage cans (rinse and scrub)
Wipe down Stainless Steel in dish room

Monthly

Wipe out refrigerators
Organize desk area
Clean around microwave and coffee makers

Other notes:

- Sandwich Project delivers boxes of frozen sandwiches each week; leaves in freezer. These can be given out daily.
- Bagels are delivered to parish office once a week. Volunteers can help wrap them in plastic to give away.
- Bread from Cub is delivered regularly; left on tables outside serving area. Make sure any leftover bread is put away in fridge/freezer at end of shift
- Other items (toiletries, clothes, etc.) are donated occasionally by volunteers or outside groups. Extra toiletries can be kept in the storage closets as needed; any free clothes that are not taken by guests should go back with the volunteers who donated them.