

**COORDINATORS**

Sue and Rick are responsible for: buying food, collecting donated food, ordering supplies, storing supplies and materials, preparing menus and recipes, scheduling volunteers, procedures, sanitation, and safety. Ian is responsible for promotion, publicity, and communication with BSC.

**MEAL PREPARATION SUPERVISOR / CHIEF COOK**

He/she will **retrieve the keys if necessary (for the outside door and pantry) from the mail box on the inside of the front door.** This volunteer will complete the **Chief Cook's Daily Checklist.** This volunteer will be responsible for kitchen sanitation, safety, and operation; will ensure products received are properly stored; will supervise the Kitchen Team (Food Preparation, Cooking, and Dish Washing) for that shift; will have someone do the laundry (Instructions: If you are doing the laundry, tie the strings of each apron together so they do not get tangled in the washer and dryer.). On Mondays, he/she will receive telephone orders for meals to be picked-up. He/she will pack and distribute meals for pick-up; will make lunch for volunteers and church staff; will provide the number of meals picked-up and the number of meals served at lunch; will put the evening menu on the blackboard in the gym. If necessary he/she will **pass the keys (for the outside door and Sheila's office) to the Meal Serving Supervisor.**

**Commitment required: one day a week for the duration of the program between the hours of 9:00 am to 6:00 pm.**

**(Sundays, start time is 12:30 pm. Rob will clean kitchen floor Monday and Thursday mornings.)**

**Number of people required each day: 1                      Lunch will be provided (12:30 to 1:30 pm) except on Sundays.**

**KITCHEN TEAM: FOOD PREPARATION, COOKING, AND DISH WASHING**

**These volunteers must sanitize all surfaces including counters, trolleys, stoves, and sinks before first use. All cutting boards, utensils, bowls, pots, pans, etc. must be sanitized before first use.** From 9:30 am to 12:30 pm, these volunteers actively participate in the preparation of the daily meal including peeling, chopping, cooking, and dish washing. From 1:30 to 4:30 pm, these volunteers finish preparing for the meal as necessary, wash dishes, set up for the evening meal, pack leftovers as necessary to make frozen meals, and hand out frozen meals.

**Commitment required: one day a week for the duration of the program between the hours of:   9:30 am to 12:30 pm  
and/or 1:30 pm to 4:30 pm.**

**(Sundays, start time is 12:30 pm.)**

**Number of people required each day: 4 to 6                      Lunch will be provided (12:30 to 1:30 pm) except on Sundays.**

**MEAL SERVING SUPERVISOR**

The supervisor will ensure tea and coffee are prepared. The supervisor is responsible for: ensuring at least seven team members participate each evening, assigning jobs to volunteers, making any necessary decisions on operating procedures during the evening, and plating food for serving. Seconds may be served after 6:00 pm. He/she is responsible for completing the following check lists at the end of the shift: **Meal Serving Supervisor's Daily Checklist** and **Meal Serving Supervisor's Kitchen Daily Checklist.** Leave this checklist along with the **Greeter's Building Security Daily Checklist** beside Daily Binder (or place in mail box).

**IF USED, return keys (for the outside door and Sheila's office) to the mail box.**

**Wednesday and Sunday nights: put chairs on red table, remove trolleys, drying rack, and large rubber mat in front of sink from kitchen floor in preparation for floor cleaning. (Rob will clean kitchen floor Thursday and Monday mornings.)**

**Commitment required: one day a week for the duration of the program between the hours of 4:00 pm and 7:30 pm.**

**Number of people required each day: 1                      Dinner will be provided.**

**SERVER, TABLE CLEARING AND CLEANING, DISHWASHING, AND KITCHEN CLEANUP**

This volunteer will wash down and disinfect the table surfaces before and after each use. He/she will be responsible for setting out the garbage pails and bus pans in the gym. He/she will wrap a knife and fork in each serviette as necessary. He/she will plate food for serving and replenish jugs of milk as necessary. Volunteers will see that all counters and carts are cleared, washed off and disinfected; remaining food is covered and stored properly; sinks are empty, clean and disinfected; all dishes, pots and pans have been washed and put away; all stove burners, ovens and dishwasher are turned off; all surfaces including counters, trolleys, stoves, and sinks are sanitized; kitchen floor has been swept and mopped clean as necessary

**Commitment required: one day a week for the duration of the program between the hours of 4:20 pm and 7:30 pm.**

**Number of people required each day: 7                      Dinner will be provided.**

**FRONT DOOR GREETER / SECURITY**

This volunteer will greet people as they arrive and provide them with a squirt of hand sanitizer. He/she will exclude obviously inebriated people, direct diners to the gym, and make sure the outside door is locked. At the end of the night, this volunteer will be responsible for completing a **Greeter's Building Security Daily Checklist.**

**Commitment required: one day a week for the duration of the program between the hours of 4:00 pm and 7:00 pm.**

**Number of people required each day: 2                      Dinner will be provided.**