

Meal Team #7 Information Regarding Friday Meals at Westbrook Congregational Church

This sheet should contain all the information that you need to run a successful meal.

Pre meal:

It is important to know what you are preparing so that you can determine what ingredients the soup kitchen can supply and what you will need to purchase. There are some basics in the freezers and cabinets such as ground beef, cans of potatoes, cans of corn, pasta, and more. There is never any fresh produce and there tends not to be any spices i.e. garlic powder, cinnamon, etc.

If you are planning on using the ground beef, it needs to be thawed. I generally take it out of the freezer and place it in the refrigerator on Wednesday afternoon.

It is also important to secure your volunteers. The meal needs to be served at 6pm, so depending on how prep time you need, you can adjust when folks arrive. When Jim is preparing the meals, I try to get there at 4pm for cooking and set up. Other volunteers can show up at 5pm to help with set up.

Meal time:

There are folding tables and chairs in the back closet. We tend to expect about 40-50 people, so we generally set up 6 tables with 8 chairs. We also set up 2 or 3 tables in the front for serving. We usually bring table cloths from the YMCA to make the place look nice. There are a few table cloths in the drawers of the kitchen, but not enough for the whole room.

The tables need to be set with napkins, silverware, glasses and pitchers of water. Do not put out dishes, we will use those on the serving table. Also, there are salt and pepper shakers that can go on each table.

IMPORTANT- all the food must be served to guests, they are not allowed to help themselves. Also, all food preparers and servers need to wear hair restraints (hats), and servers should wear gloves, too.

We have generally plated as much of the food in advance as we were able. So salads can be put into small bowls and desserts can be cut and placed on plates.

The food needs to be ready and on the serving table promptly at 6pm. Then guests can come up and have their plates filled. Some guests have mobility issues and may need a hand carrying their plates. Food should try to stay out until 7pm. Some guests do show up late so don't give it all away too soon.

The guests will eagerly want left overs to go, and this is a nice way to ensure that they have another meal. However, be sure not to give the food away too soon as there does tend to be

some late arrivals. Also, some folks will try to take a lot of food, but you need to make sure as many folks as possible get what's left over.

Be sure to make a small pot of coffee and have a carafe of hot water available for tea.

We do our best to use real plates, cups and silverware for all of the courses.

Cleaning:

Be sure to turn the dishwasher on at the beginning of the night as it takes a while to warm up.

It is simple to use. Place the tray in and push the start button. The entire cycle takes about 4mins. But be careful because the dishes come out extremely hot.

EVERYTHING needs to be run through the commercial dishwasher. Just handwashing an item is not enough!

Throughout the night try to stay ahead of the dishwashing.

There is a new dumpster for trash in front of the church that replaces the plastic barrels. It is locked, and there is a key in the kitchen. The key is hanging on the handle of the electrical shut off box on the wall by the kitchen door. It is on a white All-Waste fob with "Dumpster" written on it.

The floors need to be swept.

The tables and chairs need to be put away.

All the dishes need to be cleaned and returned.

The counters all need to be cleaned.

The final thing to do is to spray the counter with Glitz. It is a leave on cleanser, do not wipe it. Spray it and walk away.

IMPORTANT INFO:

Door Key Box Code: 0316

Contact: Jeff Ward - 860.304.1594

Dinner time: 6:00 – 7:00pm

Remember:

Bring tablecloths

Wear hair restraints and gloves

The guests cannot serve themselves

Turn the dishwasher on as soon as you arrive

All items must go through the machine (hand washing is not enough)

Take out the trash

Glitz before you go