

Information for Meal Volunteers

For week of Nov. 29 - Dec.6, 2009

Contact others on your team to plan and coordinate the meal you signed up for (see sign-up sheet-attached) Plan to enjoy spending time together, as you prepare the meal together at the certified kitchen. For dinners-plan on 3-7 or 7:30. Take advantage of the opportunity to coordinate with friends or to meet other church members.

Food Handlers permit- COAST is asking that everyone have the food handlers permit. Hopefully at least one person on each team will have it. The Health Dept offers a class – cost is \$10. The class is about 1 hour with short (easy) quiz at the end.

Certified Kitchens- Most food needs to be prepared at a certified kitchen. Exceptions to this are baked goods such as biscuits, cookies, breads and baked deserts.
St. Paul's Episcopal (385-0770) Is reserved 3-5:30: Sunday 11-29 through Thurs. 12- 3
St. Mary Star of the Sea (385-3700) is reserved 3-5:30; Fri 12-4 and Sat 12-5

Reimbursement- Food for breakfast and lunch is being purchased in bulk. There is a *modest budget* for reimbursing for food you buy for dinner, if desired. For reimbursement attain a form at the church office or website. Attach receipts and put in Social Action and Education Committee box for signatures.

Information for all Meal Volunteers:

- Please sign in on the volunteer sign-in sheets when you arrive and before you leave so we can keep track of our 'volunteer hours'. There will also be volunteer forms there to complete if you have not already.
- To minimize waste we are using dishes that are at the Legion (instead of paper plates and disposables).
- Please wear food handlers gloves and wash all surfaces before and after use using the water and bleach solution.
- There will not be any sharp knives there so if you plan to cut anything bring a knife (such as cantaloupe or apples)
- Communication is so SO VERY helpful! Please contact the 'leader' of the previous meal to determine *how many* guests were present. The meal volunteer sign-up list will be emailed to team leaders and posted on the cupboard.
- If there is a problem or concern regarding food issues please let us know so we can address the issue and make this a pleasant experience for all!
- Please help us track inventory or needs -such as if the toilet paper is running out or there is an immanent shortage of food items or anything else. Call Diane or Jenifer.
- If for some reason you can not fulfill your commitment, please find a substitute, and advise us of changes.

Dinners- Dinners are provided by teams. Each team plans the menu and designates tasks among members. Please contact others on your team to make these arrangements. Plan to serve dinner at about 5:30 p.m. Meal providers also set the tables and clean up afterward. Plan for 20 guests plus several night monitors and yourselves. Meals include: a main dish, vegetable side dish, salad/dressing, dessert and milk. Email Diane if you want menu ideas.

Lunches will be made in the evening after dinner cleanup (sandwiches stored in the refrigerator overnight). Everything needed for the lunches will be provided.

- Please take any left-over food back with you. Exceptions to this are snack foods such as cookies, fruit, crackers, fruit.
- Pan d' Amore is donating fresh bread daily for lunches and additional good breads for dinner. Someone from the dinner crew needs to pick up bread at 4 o'clock at Pan d' Amore. Tell them you are picking up for the homeless Shelter.
- The number of guests may vary- please be in touch with meal volunteers from the previous day to get approximate guest numbers.
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Specific Information for Breakfast Volunteers

Breakfast volunteers arrive by 6:45 to prepare and set out everything Breakfast should be served at 7. Overnight monitor will get coffee started. We will be buying most of what we need in bulk: cereals, milk and beverages-coffee, tea, juices. Pitchers are available for juices. **We are asking breakfast volunteers to bring fresh fruit to add to the breakfast and/or for lunches.** OPTIONAL: Any baked goods that you want to offer. Baked goods can be made at home- such as banana bread, muffins or coffee cake. Some volunteers want to do some thing special such as an egg casserole (should be prepared at a certified kitchen).

Lunches: Sandwiches will be made the night before. Sandwiches will need to be taken out of refrigerator and put into sacks. Please also add in cookies, crackers, fruit or whatever else is there for lunches.

QUUF is leading the way! GREEN practices been embraced by COAST. These will be implemented at the Shelter:

RECYCLING - Everyone is encouraged to recycle whenever possible. Recycle bins are downstairs, can be emptied into larger containers kept in the parking lot. Large recycling bins are to be taken to Water Street near speed limit sign before 7am on Monday mornings for weekly pickup.

COMPOSTING- has been discontinued at the shelter.

GARBAGE REDUCTION – washing dishes- please follow health dept. procedures that are posted. Hand towels will be provided for the guests, mix juices in large quantities to avoid buying cans or individual drink containers.

We will NOT be using cloth napkins at the shelter for health reasons.

Questions? Contact Diane Haas 385-3890 dianehaas@gmail.com or Jenifer Taylor 385-3666 jentaylor@olympus.net

Revised 11-15-09