

# Upper Room Suppers

## Dining Area Coordinator Instructions

### Prior to Meal Service

1. Check-in with the PIC for briefing on:
  - a. How many tables and chairs to set,
  - b. What utensils are needed for the night,
  - c. How many settings (cups, utensils) to set out,
  - d. What drinks will be provided,
  - e. What dessert items are needed,
  - f. Any condiments for the night,
  - g. Salt and pepper shakers.
  - h. Anything else.
2. Turn on social hall lights (on right side of stage) and bathroom lights.
3. Set social hall thermostat, according to the instructions on the wall located at the east end of the building adjacent to the double doors on the right hand side.
4. Locate the volunteer schedule sheet for tonight. When volunteers arrive, let them know their duties for the evening, what is involved, and where to go (refer to the volunteer roles sheet for additional information).
5. Any volunteers that have not previously received training are required to read and understand the white training booklet in kitchen and sign the log before starting duties.
6. *All volunteers should wash their hands in either the designated wash basin in the kitchen or in the bathrooms before starting their tasks and be in aprons during meal service, located in back of kitchen alongside freezer.*
7. Set-up dining hall per attached layout, with 9 chairs per table.
8. *Set out the A-frame white board sign on sidewalk in front of double gate entrance toward the street no later than 4:00 pm. Unlock double door and turn entrance sign around on outside of door.*
9. Prepare 1 bucket of warm soapy water and 1 "social hall" blue bucket of sanitizer solution, comprised of one teaspoon of chlorine bleach to eight cups of cool water for next step, *or use the sanitizer spray bottle*. Test sanitizer solution using test strips located in kitchen office supply drawer below telephone. Sanitizer solution should read 100 ppm or greater. All cleaning items are located under the counter adjacent to the double sink. DO NOT bring social hall washcloths or towels back into kitchen after use. Leave these items in the corresponding buckets until after final clean up.

10. Wipe down with soapy water solution, let air dry and then wipe down with sanitizer solution and let air dry -
- 2 service carts located next to freezer,
  - 1 white plastic trash can located on or near service cart, used for leftover drink liquids and placed on cleaned service cart,
  - All guest and service tables, including picnic tables located in the patio and high chairs*
  - Salt and pepper shakers located on Upper Room Suppers shelf in pantry.

**CANNOT MOVE AHEAD WITH NEXT STEPS UNTIL ALL OF #10 IS COMPLETED**

11. Place service carts with gray bus pans partially filled with soapy water solution in appropriate areas (see social hall layout sheet).
12. Get all prepared drinks in kitchen from PIC or kitchen staff (this could include lemonade, water, coffee, and/or hot water in air-pots) and place on service table. If hot tea or coffee is served, also get out sugar/creamer/stirrers/etc located above coffee maker in kitchen.
13. Locate brown service tray under counter in back of kitchen, and stack with plastic brown "juice" glasses (found in upper cupboard in back of kitchen). If hot drinks are served, stack brown service tray with cups located in upper cupboard in back of kitchen. Place brown trays with cups and/or plastic glasses on service table in dining hall.
14. Using baskets (found in bottom cupboards in front of kitchen) lined with new paper towels, place utensils in baskets, and place on service table.
15. Place napkins in another basket and place on service table. (Napkins found in hall pantry)
16. Place any other condiments directed by PIC in baskets and/or bowls on service tables.
17. Place handouts and other material on the table next to food service entrance door.
18. Set-up for dessert as instructed by PIC.
19. Look for any last minute messes that need to be cleaned-up before guests arrive.

### **During Meal Service**

1. At 5pm, go check with PIC to see when food service may begin.
2. When you get the green light for service from PIC, invite guests to get in line for food.
3. Instruct guests to line-up at "entrance" door for meal and instruct on where to get utensils and drinks from service table in front of stage.
4. As guests leave, wipe down tables with soapy water solution, let air dry and then sanitize and let air dry.
5. Keep an eye on drinks, which may be refilled (use pitcher for refilling coolers) when needed by either the kitchen or dining hall volunteers as per PIC discretion. Remember to rewash hands and change gloves after each time as you do not want to cross contaminant.

6. If gray bus pans on cleaning cart are getting full, roll ENTIRE cart to back of kitchen (may have to ask kitchen staff to let you in), unload full bus pan(s) from cart and grab empty bus pan(s), partially filled with soapy water solution, place on cart and return to social hall.
7. *Keep service tables clean at all times by cleaning up spills immediately.*
8. Mingle with guests.

## After Meal Service

1. At 6:00 pm announce "last chance for seconds" to hall to let guests know that the kitchen is closing.
2. Bring A-frame sign in from sidewalk.
3. Close and lock double-door entrance to social hall. Turn sign around on outside of door.
4. Check with PIC for any leftovers to pass out to guests and/or volunteers.
5. Wipe down salt and pepper shakers from tables with soapy water solution and sanitizer and place back on Upper Room Suppers shelf in pantry.
6. Pour left over liquids from drink containers out in the sink in janitor's closet in hallway and place all containers in back of kitchen for washing.
7. Bring service cart with all dirty dishes to back of kitchen for washing.
8. Bring all unused utensils to back of kitchen for washing, and return baskets to underneath cupboards in front of kitchen.
9. Wipe down service carts with soapy water solution and let air dry. Then wipe down again with sanitizer solution and let air dry. Gray bus pans are to be washed utilizing the dishwasher. Return carts to kitchen area adjacent to freezer.
10. *Wipe down all tables, including picnic tables located in patio, and high chairs with a soapy water solution and let air dry. Then wipe down again with sanitizer solution and let air dry. DO NOT DO STEP #11 WITHOUT COMPLETING THIS STEP FIRST.*
11. *Take down all extra tables and chairs in hall and place in appropriate locations. Round tables are stored in cart located on east wall. Regular chairs get stacked on rolling carts found on east wall. Rectangular tables and folding chairs are stored under the stage.*
  - a. NORMAL SET-UP OF SOCIAL HALL: 5 tables remain up in main hall with 9 chairs per table. 1 additional table goes against south wall near south exit door (no chairs). 2 additional tables are placed together near stage (no chairs, these are the after-church "cookie" tables). See hall layout sheet located in hall wall bulletin board, if needed.
12. *Vacuum carpet area (vacuum is located inside first door in hallway) and mop vinyl floor area (mop is located in janitor's closet).*
13. Reset social hall thermostat to "nonuse" temperature found on right-side of the double door entrance. Lock the north double-door to social hall. (Key is available from PIC, if needed.)

14. Dump soapy water bucket and sanitizing water bucket into the janitor's closet sink and rinse containers. Place emptied buckets back to cleaning cupboards adjacent to the coffee maker in front of kitchen.
15. Place dirty dishtowels and volunteer aprons in dirty laundry bag inside the kitchen.
16. Empty the two trash containers at each end of the stage steps.
17. Check with PIC for any last instructions.
18. Dismiss volunteers.

**Thanks for a great job! God bless you and your service!**