

Appendix A2
Daily Kitchen and Dining Hall Schedule
for the Saturday Program at Basic United Methodist Church

DAILY SCHEDULE:

9:00 – 10:00 AM – Volunteers arrive and begin set up and preparation of food. Set up includes organizing chairs and tables, wrapping silverware, setting up serving line and food preparation.

10:00 AM – Let clients in so they can sign up (if first time in attendance), register their attendance and share a prayer together. A member of the serving team should be designated to greet and register clients.

10:00 – 10:45 AM – Serve the breakfast. Entrance door is locked at 10:45.

10:45 – 11:00 AM – All clients should have been served and are requested to leave by 11:00 to allow time for clean-up.

10:45 – 12:00 PM – Clean up – Includes removal of trash, generally leave facilities as you found them.

Policies – Copies of our behavior and emergency preparedness policies are in the following appendices.

VOLUNTEER ELIGIBILITY POLICY:

- Volunteers should be at least 12 years of age.
- They should be trained in the policies and procedures of the soup kitchen before being able to serve.
- They should live by the same behavior policy that the clients are expected to live by.

CLIENT ELIGIBILITY POLICY:

- Anyone who would like a meal and behaves in an appropriate manner would be eligible for this service.
- Second helpings should only be served after 10:45, at the discretion of the serving team.
- No take-out meals (at times there may be exceptions to this).
- No delivery of meals.

ON SITE MONITORS (Host/Hostesses) – Members of Basic United Methodist Church
(see separate Appendices for Monitors)

- Make sure volunteers show up and that they follow the proper procedures and policies each time we are open.
- Make sure the facility is properly taken care of and the fellowship hall and kitchen are kept in proper order, provide general over sight of the daily operation and maintain order in dining hall.
- Be available to show groups how to operate equipment and find things.
- Find emergency help when people do not show up.
- Separate training is provided for monitors and they are strongly encouraged to attend.