

**Appendix A1 - Daily Kitchen and Dining Hall Schedule  
For the Weekday Program at Second Presbyterian Church**

**DAILY SCHEDULE:**

**9:30 -10:00 AM** – Volunteers arrive and begin set up and preparation of food (if food has been prepared elsewhere and only needs to be warmed up, this could be slightly later). Set up includes organizing chairs and tables, wrapping silverware, setting up serving line and food preparation.

**11:30 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.

**11:30 AM – 12:15 PM** – Serve the meal. Entrance door is locked at 12:15

**12:30 – 12:45 PM** – All clients should have been served and are requested to leave by 12:45 to allow time for clean-up.

**12:15 – 1:30 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 is eligible for this service.
- Second helpings should only be served after 12:15 at the discretion of the serving team.
- Take-out meals should only be served after 12:15 at the discretion of the serving team.
- No delivery of meals.

**ON SITE MONITORS (Host/Hostesses) – Members of 2<sup>nd</sup> Presbyterian Church**

*(see separate Appendices for Monitors)*

- Make sure volunteers show up and follow 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, 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