

DISCIPLES' KITCHEN MONITORS' CHECK LIST

Basic United Methodist Church Serving Site
Breakfast Schedule

- _____ Have building open for serving team arrival at 9:00 AM
- _____ Turn on Dishwasher
- _____ Turn on Fellowship Hall lights (air/heat if necessary)
- _____ Be sure tables, chairs and salt and peppers are sanitized
- _____ Wrap (as needed) any bulk food donated for distribution
- _____ Unlock Dining Hall door at 10:00 AM
- _____ Have someone offer a Blessing, preferably a client
- _____ Provide instruction for registration -Use black ink, put a "1" for adult and "x" for under 18. If new diner, have them complete the information card. They are not required to report income.
- _____ Help serving team navigate the kitchen and dining area as needed
- _____ Continually monitor the Dining Hall when occupied. Clients leaving the building shall not return. Monitor clients using the restroom to be sure they do not enter other areas of the building. Parents should escort their young children to restroom
- _____ Lock Fellowship Hall door 10:45 AM
- _____ Seconds or Take Outs are at the discretion of the serving team
- _____ No seconds or take outs until 10:45 AM and all have been served
- _____ Serving team should wrap silverware for next meal
- _____ Be sure tables, chairs and salt and peppers are sanitized
- _____ Be sure dishwasher is turned off
- _____ Be sure all stoves and lights are turned off
- _____ Be sure dishwasher filter is clean
- _____ Be sure there are no food particles in sinks
- _____ Be sure serving team cleans floor if needed and takes out trash
- _____ Serving team is not to leave leftovers in the refrigerator or freezer
- _____ Be sure all doors are locked before leaving