



Middlebury Chapel Community Dinner Volunteer Procedures

Community Dinner Position Descriptions

Community Dinner Fellowship Hall Setup:

- There will be people assigned each week to prepare and set up the Fellowship Hall for the Community Dinner.
- The volunteers assigned to set up are to be ready to begin by 4:00 p.m.
 - If running late, please notify the Dinner Coordinator.
- Sanitation buckets are located under the kitchen sink and they are marked “Floor and Table”. Please fill these buckets half way with hot water and use a cap full of sanitation/Clorox solution.
- Wipe down all tables with the sanitizer solution and make sure all chairs are neatly pushed up to the table.
 - There should be 6 to 8 tables set up, with 3 to 4 tables on each side of room.
 - There should be four chairs on each side of each table.
 - 2 tables need to be pushed together and set up front by serving window for desserts.
- Each table needs to have a container of creamer, sugar, salt, and pepper.
- Please put a napkin and plastic ware setting at each chair.
- Make sure floor is swept under each table and any debris is wiped up.
- Please place a table number on each table starting with Table #1, which is located by the drink station.
- Please check and make sure all items, such as napkins, plastic ware, salt, pepper, sugar, and cream have all been stocked for the evening’s dinner service.
- Any desserts that are available need to be removed from their packaging and placed into dessert trays.
 - Please check with the Dinner Coordinator on the current amount that is needed.
- If there is fruit or salad included with the meal, please distribute these items in bowls and place them on the front dessert table.



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- Any extra desserts and/or bread items may be placed on the giveaway table located by the side exit door of the Fellowship Hall.

Community Dinner Cook:

Position Description: *Community Dinner Cooks are persons who are assigned to prepare the main course and side dishes, if applicable, for the Community Dinner.*

- Cooks are to be on site and ready to begin cooking no later than 3:00 p.m. on their scheduled cooking day.
- Dinners need to be planned at least one (1) day prior to the scheduled cook day.
- There will be an updated inventory list available prior to each cook's scheduled cook day.
 - To save on expenses, please try to plan meals around the inventory on hand.
 - Extra purchases must be communicated with and approved by the Community Dinner Coordinator if cash reimbursement is expected.
- The Dinner Coordinator will contact that week's cook the day before their scheduled dinner to see what items will be needed from the freezer and the food storage area.
- Please confirm with the Coordinator how much food should be prepared to accommodate the current number count of our guests.

Food Safety Guidelines for Cooks:

- Before starting any food prep, cooks must wash their hands.
- If food preparers leave the kitchen area at any time for any reason, their hands must be washed upon reentry.
- When cooking or touching food, food grade gloves must be worn at all times.
- If food preparers leave the kitchen area at any time for any reason, their gloves must be discarded.
- Upon reentry to the kitchen, hands must be washed and a new pair of gloves must be donned.
- Long hair must be pulled back and up and/or a beard net must be worn to prevent unsanitary conditions around the food.



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- Long beards must be pulled back and up and/or a beard net must be worn to prevent unsanitary conditions around the food.

Community Dinner Server:

Position Description: *Servers are the people who meet the needs of our guests during our Community Dinners.*

- Servers are assigned to a table (or tables, if shorthanded) by the evening's Point Person. Typically this will be Angie Sherlock, Community Dinner Coordinator, or her designee in her absence.
- Servers are to be at their station ready to begin by 5:30 p.m. on their scheduled day.
- Upon being assigned a table by the point person, Servers will be provided with a numbered tag(s) with their corresponding table number(s).
- These tags are intended to help our guests more easily identify their Server.
 - If desired, a dry erase marker may be used to write the Server's name on their table tag.
- Servers may be asked to help at other tables or stations if the evening is extra busy.
- Servers are to introduce themselves to each guest at their assigned table(s) and inform them that they will be the person to address all of the needs of that table for the evening.
- Servers are responsible for distributing and maintaining all of the items for their assigned table(s): drinks, salads, main course, desserts, etc.
- Servers are responsible for cleaning the table(s), replacing the table settings, and restocking the table(s) as needed.
- Servers are to remain at their station(s) throughout the entire meal.
 - If a server needs to leave for any reason, they must notify the Point Person.
 - Tables are not to be unmanned at any point during the dinner.
- Lastly, servers are responsible for the final, end-of-dinner cleanup at that table and the surrounding area, including the chairs around that table and the floor underneath.



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Food Safety Guidelines for Servers:

- Servers must wash their hands before they start serving our guests.
- If a Server leaves the Fellowship Hall during the meal, they must wash their hands before they resume serving our guests.
- Gloves may be worn during serving to help keep sanitary conditions and to prevent the spreading of any illnesses - It is always better to be over cautious!

Community Dinner Station Manager:

Position Description: *Community Dinner Station Managers are persons who are assigned to a specific station (i.e., drinks, salad, dessert table, etc.) during the Community Dinner. If this position is needed during a dinner, Station Managers will be assigned by the Point Person on duty.*

- We have some small children volunteering to help with the dinners. Please note that **Children under 16 years of age are prohibited from being in the kitchen and should not be handling/distributing hot beverages during the Community Dinner.**
- Station Managers are to ensure that their stations are stocked and ready for the evening meal.
 - Any needs should be brought to the attention of the Point Person immediately.
- Station Managers are to remain at their stations throughout the meal.
 - If a Station Manager needs to leave their station for any reason, they are to let the evening's Point Person know so that position can be covered until the Station Manager returns.
- At the conclusion of the dinner, it is the Station Manager's responsibility to clean, restock, and organize their station and its surrounding area.



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Community Dinner Fellowship Hall Custodian:

Position Description: *The primary function of the Community Dinner Fellowship Hall Custodian is to oversee and participate in restoring the Fellowship Hall to a clean and functional state after the conclusion of each Community Dinner. The Fellowship Hall Custodian will be assigned by the Point Person on duty.*

- Any unused and/or undistributed food is to be consumed, discarded, frozen, or donated.
 - Remaining prepared food, side dishes, salads, and/or desserts are NOT to be stored in the kitchen or in the kitchen refrigerator – Please see above.
 - Leftover baked goods, including unopened loaves of bread, pies, cookies, cakes, etc. are to be frozen, donated, or discarded.
 - **FOOD SAFETY NOTE:** To preserve food quality, baked goods are not to be frozen twice. If the goods were thawed for use at the dinner, any remaining items must be donated or discarded - they are not to be returned to a frozen state.
- Please clean tables and chairs with sanitizer water and place them neatly up to each table.
- Please sweep the floors and remove all food debris as necessary.
- Male personnel are requested to remove **ALL TRASH** from the Fellowship Hall and Kitchen and take it to the dumpster.
- A dumpster key is located on the back of the kitchen door.
- To prevent spill marks and damage to the church floors, carpets, and outside pathways, please do not drag bags of trash through the Fellowship Hall, through the building, or along the outside cement walkways.
 - Please use the wheeled Fellowship Hall trash cans to bring the trash to the cement area outside the main hallway doors and then either carry the trash bags or use a shopping cart to transport the trash to the dumpster.
- Please turn off all fans, heaters, sounds system, etc. when done.



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Community Dinner Kitchen Custodian:

Position Description: *The primary function of the Kitchen Custodian is to oversee and participate in restoring the Kitchen to a clean and functional state after the conclusion of each Community Dinner.*

- Please wash and dry all dishes and cookware and please put them away.
- Please return all items to their proper place in the kitchen and please be mindful of the shelf and cabinet labels when doing so. Everything in its place!
- Please use sanitizer water to wipe down all counters and clean the microwave, both inside and out if it was used.
- Please notify Dinner Coordinator, or Candy P. of any needs such as trash bags, food storage bags or wraps, dish soap, and any other supplies or utensils.
- Please sweep and mop the floor.
- Please turn off fans, heaters, etc. and close all cabinet doors and the Kitchen door once all kitchen trash has been removed.
- Please do not unplug the shelf kitchen fan without turning it off by its ON/OFF switch first. This could damage the fan.



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Community Dinner Security Door Personnel:

Position Description: *The primary function of the Community Dinner Security Door Personnel is to help maintain the safety and security of everyone participating in the Community Dinner.*

PLEASE NOTE: *The security procedures for the Community Dinner are extremely important for the protection of our workers and guests!!*

- The security person at the door is the person who is responsible for a quick visual scan for knives or other forms of weapons, as well as being alert to the condition of our guests (drunkenness, high on drugs, aggressive, etc.)
 - The security person at the door is free to bar from entry any guest they deem unfit.
 - It is crucial for the door person to notify the Dinner Coordinator if there are any concerns.
- It is extremely important that only the Crouse St. (side) door is used for Community Dinner admittance and this door is to be kept locked **AT ALL TIMES** both prior to and during the dinner.
- Bag checks are in place **FOR A REASON**.
 - If a guest refuses to check their bag, please inform them of our bag check policy and let them know that if they refuse to leave their bag they can still be served a meal but it must be eaten outside.
 - If the person agrees, please notify the Community Dinner Coordinator to alert them that we will need a meal to serve to someone outside.
- Guests are not to be admitted prior to 5:55 p.m., unless approved by the Point Person.
 - Only servers and workers will be admitted to the building prior to this time.
- The last guest will be admitted no later than 6:50 p.m., unless approved by Point Person.
 - If there is a late guest, takeouts can be requested if available.
- Door security is also responsible for guests who leave the Fellowship Hall to use the restroom.
 - If there is a concern about a female taking too long in the restroom, the Dinner Coordinator should be notified.



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- Should any dangerous disturbance take place, the person on security will not admit any further guests and is responsible for securing the dining area; locking the door to dining area is preferable, and this includes the side door in the hall.
- Any situation dangerous to workers or guests will be communicated directly to the Community Dinner Coordinator, who in turn, will communicate this information to the volunteers. ***At no time is the welfare and safety of the Community Dinner Volunteers to be jeopardized!!***
- Lastly, a Door Security person will walk any unaccompanied female volunteer to her car following the dinner.
 - If door security is unavailable, a male Community Dinner Volunteer must secure the safety of any female worker.

Community Dinner Dining Hall Security:

- All servers and workers are to be vigilant regarding guests attending the dinner. If there is any cause for concern, they are to immediately notify the Dinner Coordinator.
- There are no weapons allowed in the dining hall.
- If a guest becomes belligerent or disturbs another guest, servers will notify the Dinner Coordinator and the Community Dinner Security Door Personnel will ask them to leave.
 - Male Volunteers should be the front lines in confrontation with a guest.
 - 911 should be called immediately.
- Inside the hall or outside, there should be no reasoning with a guest during a situation that is dangerous to the workers or the guests themselves.
- The Community Dinner Coordinator and Community Dinner Security Door Personnel should always be made aware of potential situations and 911 should be called.