

Job Descriptions for Sunday Breakfast

There are several different jobs involved in providing the Sunday Breakfast. Our hope is that each volunteer will be able to shift to various jobs as needed by circumstances, so please read through each section and keep handy for reference in case you are called on to work at a different task at times.

Breakfast Food Pick up and Shopping on Friday at 10 am

Food for Lane County (FFLC) usually doesn't have all we need, so shopping is needed for those items not found. All food from FFLC is without cost. First collect what is possible from FFLC (on Bailey Hill Road, off W. 11th) then purchase the remaining items from Cash and Carry, (off Bertleson off W. 11th) A large van or two cars and/or two trips are usually needed. There are heavy boxes to load and unload. The leader sends out the food list early in the week with list of items ordered to be on hand on a pallet for us. Back up to the loading dock. Check the small mailboxes for paper work, then take a trolley to look over bread, fruit, sweet rolls (non-sticky). Then enter the cooler and look to the left to see if there is a box labeled "First Christian" to get. There might be milk, eggs, creamer, yogurt, juice, fresh fruit, or fresh vegetables. If milk or yogurt are seriously out of date, leave it there. There may be usable items in mixed crates, so quickly look through to see if there are things we need. It's a good idea to wear some warm gloves.

Then go to the scales: Food is piled on the scales by category: produce, dairy (including dairy and eggs), Sweets and Breads. Then sign the paper, load and head for the next stop. All who go in the warehouse must wear enclosed shoes. No children are allowed in the warehouse.

At Cash and Carry, take a flat trolley. We usually buy pancake mix, precooked sausages and the remainder of items on the list. Part of our monthly report includes the amount of money spent for food each week. So be sure the paperwork and receipt (if being paid through First Christian books) get to leader.

The food is then taken to the breakfast pantry at First Christian to keep overnight. Nothing to be used the following Sunday should be put in the freezer. Boxes of blankets can be stored in the hallway near the elevator. We can hand out a blanket to a guest who requests it.

Storage rule: No food, even in boxes, can ever be set on the floor. Our space is very limited, so some thought needs to be given to get everything on the shelves.

The light switch in the pantry is located inside the beverage shelves--please keep clear access to it.

Sunday Breakfast Saturday SET UP description

Volunteers meet in church basement at time indicated by their leader. The security system will not be an issue because other folks are already in the building.

Dining Room Set-up: See diagram for setting up tables and chairs. Some of each will need to be brought in from the parlor. The two small round tables can be used for the set up in the East dining room reserved for families with children. We're thinking of possibly adding a tub with some toys and/or some coloring materials for children. Be sure to use the special dolly for moving chairs to keep from scratching floor.

- Refill salt and pepper shakers and place a set on each table with the card listing expected behavior. Refill dish soap, hand soap dispensers as needed, and oil and sugar containers.
- Wrap knife, fork and spoon in cloth napkins, 300 or so, and place in baskets to be handed out the first serving window. Cloth covers for the dish and tableware dollies are folded up and placed in the tub in the hallway near men's restroom, and not replaced until after all the dishes are put away on Sunday.
- Snack tables in the Hyland Room across from women's bathroom. We place boxes of snack foods and beverages from FFLC on the tables. Bulk snacks should be bagged in white paper sandwich bags. Instead of placing the items in the lunch bags, we just place the bags so each guest can select what they would like to take. A volunteer on Sunday gets out the yogurt and any perishables from the refrigerator, removes any wrappings, and monitors fair distribution of snacks. Cardboard and plastic film containers should be prepared for recycling.
- Six trays of coffee mugs are set out on the coffee table along with baskets of packets of sugar, sweetener, creamer, tea bags and cocoa mix. Cocoa mix is served by a volunteer, to keep the container cleaner. A small waste container is needed on this table to receive the paper from materials.
- If the electric cord for the coffee pot is taped to the floor, leave it there.
- Place on the juice table 4 trays of juice glasses and 3 trays of the larger milk glasses from the cabinet under the counter near the dishwasher. If milk is in individual size containers, the large glasses won't be used. Also hot cereal and bowls are placed on this table. Only when the hot cereal has been used up do we put out tubs of dry cereal (less nutritious).

Inside the kitchen: Place newspaper on the table where the pancakes are stirred up so we can clean it easily. We use two large bowls and a whisk, and 2 pouring plastic pitchers. As the leaders plan to vary menus, pancakes won't always be served throughout the breakfasts. Two areas are set up to scramble eggs (60 dozen) in large

electric skillets. Two warming trays are set up--one at first window for pancakes, the other at the middle window for breakfast meat. Two hot water based food warming containers are set out near the third window to keep the eggs warm (140 F) during serving. Foil can be used to cover the eggs to conserve heat.

- both regular syrup and a bit of sugar free syrup are placed at the pancake window.
- Any frozen food to be used on Sunday needs to come out of the freezer on Saturday and placed in the refrigerator.
- We boil 10 eggs on Saturday to put in the take-out bags on Sunday mornings.
- We prepare individual patties of butter and arrange them on platters, cover with film and place in the refrigerator. The butter cutters break easily, so we are urged to handle with care and pay attention to that job. We're up to using 10 lbs of butter now.
- The 3 big coffee pots are to be prepared with water and coffee on Saturday so they can be plugged in quickly on Sunday morning.
- When the new freezer arrives, additional electrical work will be done so we will adjust our kitchen hookups as needed.

From time to time there will be conflicts with the use of the building on Saturday and adjustments have to be made. We all work with Patty Weller, our administrator, who does the building scheduling to find out when we can set up. If there's a Saturday noon wedding we could set up late afternoon. If it's on Saturday evening, we set up late on Saturday or early on Sunday; inconvenient, but do-able. The church youth do a number of lock-ins, staying over night involving an evening meal. We work with them about to schedule set-up.

Sunday Breakfast Cooks description:

- Arrive by 6:45 and be ready to serve by 7:45: Sign in to record your time, put on apron, and wash hands according to posted instructions (at least 20 seconds)
- First jobs for leader who comes in a bit earlier: plug in coffee pots, turn on grills (3) to 400F, left oven to 300 F to keep pancakes warm, 350 for right oven to warm up meat. Turn on the dishwasher switch at the breaker in the corner by the microwave, and at the large black control at the dishwasher, and pull down the door so it fills. We no longer stack the dishwasher trays on top of the dishwasher as we broke a plastic connection. There is room in the cupboard to the right for them. When the temperature reaches 155 F any dishes that have been left can be washed.
- Two egg scrambling stations start as soon as possible to have the food ready for the big rush when it starts. We use 60 dozen eggs, but may be changing menus to include more vegetables or other foods to improve nutritional balance of our meals. Check on the menu with your leader.
- One person needs to stay on top of mixing pancake batter. One person starts frying pancakes as soon as grill is hot enough. Oven pans are layered with pancakes and placed in 300 degree oven until needed.

- One person needs to get breakfast meat into the oven to be heated. Sometimes sausages need to be fried, some of the meat just needs to get warm. The oven trays are to be lined with parchment paper (for easy cleanup) and a rack to drain away extra fat.
- If the plates haven't been stacked by the first window on Saturday, someone needs to tend to that--We start with 100 plates, no noted on the dated Plate Count sheet (from second drawer). As more are needed, more plates are added by servers or dishwashers in batches of 10 or 20, and the number recorded on the count sheet. This is how we count the number of plates served--to be reported to FFLC, so accuracy counts!
- Salsa needs to be located in the pantry fridge or shelf and placed in a bowl with a small ladle at the egg window for guests to serve themselves.
- Yogurt, fruit and snacks need to be moved from the refrigerator to the snack tables. If there is a large amount of material some can be held back until mid-serving time to share with later comers.

Composting, recycling and care of trash:

ALL food scraps are to be **composted** into the 5 gal. Buckets lined with biodegradable (greenish) bags--meat, dairy and all. Prohibited things are: plastic, metal, liquid, and glass. There are plenty of compost buckets, 3 where eggs are being cracked, one by dishwasher, two out by bussing table.

- A Large round plastic barrel, a blue box under the table, and a plastic box of GLASS are for **Recycling**. Only **clean objects** can be recycled. Plastics that can be recycled include bottles, jugs and nesting tubs. (Any item that has a #5 in the chasing arrows can be saved in the small wastebasket near the entry door, including screw-on lids. We can also save plastic film in the pop-up container in the hallway (shake out crumbs from bread wrappers, sugary or sticky plastic bags can be taken home to wash and dry and returned by hard core recyclers)

Tin cans and lids can be saved if when opening the lid retains a half inch connection to the can. Shrink wrap from packaging can be recycled. Cardboard, both from cereal boxes and corrugated must be flattened. If it was used for food (pizza) or is soiled at all, it must be trashed. The juice and milk jugs fill up the barrel fast and it usually needs to be emptied mid-breakfast. No plastic bag liner is used so the material can take up less space in the dumpster.

Trash includes all the rest--a lot of plastic, unclean materials. There are several of these inside the kitchen and in the dining room

- As part of the cleanup all these materials are taken out back to the dumpsters, all using the same key, which hangs on the hook on the door frame of the kitchen door.
- Conservation and waste reduction are part of our stewardship of the earth's resources. We don't use styrofoam at all and strongly discourage use of plastic and paper products, except when we have to serve on the parking lot.

- Whenever possible we do not use the refrigerators in the kitchen, but reserve them for other church functions.
- Buy 7:45 the line of hungry guests comes to our serving windows, where we greet, look in the eye and call by name when possible. And provide friendly service until 9:15. We serve as long as there are people in line. After that the windows are closed and any latecomers can be given one of the prepared take-out meals in the paper bags in the fridge. If we continue to go try to find regular breakfast items we may be encouraging folk to come in later, and we hold up the cleanup when many volunteers are anxious to finish up and leave for church services.
- The cooks need to turn off the grill, the ovens, all the stove burners, and the light and fan over the grill. We do not save uncooked pancake batter as it separates and is not as good after being frozen. Other left over food can be bagged or boxed and taken to the Mission, Occupy Medical, Opportunity Village or one of the rest stops.

Sunday Breakfast Servers

- 4-5 servers are needed by 7:30--sign in, put on apron, wash hands using posted instructions. Check that the equipment, butter, syrup and tongs are there. The set-up crew or servers put out 100 plates and they are added to by servers or dish dryers in batches of 10 or 20 as more are needed. The Plate Count Sheet has the number 100 at the beginning and the number added each time more plates are brought over. This is how we count the number of meals served to report to FFLC. Accuracy is important! Some prefer to use gloves to serve with their hands. By 7:45 the hot pancakes from the oven, trays of meat and scrambled eggs should be in place and windows opened.
- Wrapped tableware and pancakes with syrup and eggs are handed out with friendly greeting. Some sugar-free syrup is there for diabetics. Our goal is to look each guest in the eye and call them by name as we greet them. The line moves quickly in order to serve 250-350 by 9:15. We encourage generous portions, with an eye out to gage the supply vs demand. If guests come back for "seconds", they need a clean plate. Each plate served is counted in our tally for reporting. Some volunteers finish early and can get a plate of food to go out to eat with the guests, but if other volunteers need help, that should come first.
- If there is still a line at 9:15 we continue to serve until the line is served. Then we close the windows and start the cleanup. Any latecomers can be given a bagged take out breakfast. These 10 bags are added in on the plate count sheet. If not all are taken when cleanup is finished they and any leftovers can be taken to Occupy Medical, Opportunity Village, any rest stop, or Occupy Medical. We are not to leave our pans at any such place.
- Some of the servers stay to help deal with leftovers and the kitchen cleanup--so helpful. **Be sure to sign out when leaving.** Aprons with long strings should have strings tied together to prevent tangling in the laundry process.

Do you know?

Food, even in boxes, can NEVER be set on the floor?

Any cloth or utensil dropped on the floor is “dirty” and cannot be used until cleaned?

Any discarded food must be reported to your leader, so that it can be reported to FFLC along with the number of pounds and reason discarded. (They’re trying to find how to reduce waste.)

Fresh Alliance poster is on the inside of the pantry door to be consulted if food is past “best buy” date. Milk and eggs can be used if they smell and taste okay.

Coffee, tea, cocoa service

The breakfast leader has plugged the three large coffee pots at 6:30. Only one pot can be plugged in at the outlet by the coffee table, or the residents in the parking lots lose power and come in to tell us. Then the circuit breaker in the hallway has to be reset. If the extension cord is taped down, please leave it in place. Our electricity supply may be changed when we get our new freezer. The 60 cup coffee maker is kept plugged in by the microwave in the kitchen until needed at the coffee table. Coffee will need to be made into the carafes to keep up with the demand. One pot of hot water should be kept available. Please keep signs on the pots--no switching around!

There should be six trays of mugs, tea bags, sweetener packets and cream, sugar dispensers, and a glass full of coffee stirrers. A small container is needed to collect the papers and sticks. We want the volunteer to dip out the cocoa mix to keep it as clean as possible. It can take two volunteers here, one to go for supplies as needed. More mugs are available from the dish dryers after they have been washed.

A small round table near the piano is set up with a pot of coffee and supplies to be used by guests for refills.

All the supplies for the hot drink table are located on the shelves behind the door on the right side in our breakfast pantry.

When the line of guests has finished, guests often come back for another cup of coffee so we wait for a while before clearing the table. Then the baskets, stirrers, and cocoa mix are returned to the pantry. The coffee pots are returned to the kitchen, emptied and rinsed. The coffee grounds go into a compost bucket. Some coffee cans can be kept and reused for bulk coffee, or if metal to receive the hot oil from the grill or oven

pans that are cooled in the fridge and eventually go into the trash. The coffee table is another opportunity for friendly conversation with guests.

Sunday Breakfast Beverage Table

This table should be set up with trays of juice and milk glasses (unless milk is in individual boxes). Also on this table are bowls for hot or cold cereals. Volunteers should come in by 7:15: wash hands, put on aprons, sign in on time sheet. First be sure all your supplies are ready, then get milk and juice from refrigerator and start filling the glasses. We are allowed to use milk that is past the “best by” date if it tastes okay. See Fresh Alliance guide on the inside of the pantry door. Once breakfast is underway the juice and milk glasses are taken quickly and the volunteers need to keep a good supply filled.

If there is hot cereal, it is all served before any cold cereal tubs are brought out. A volunteer stays by the hot cereal and offers it to all. It is more nourishing than cold cereal.

Milk cartons smaller than half gallon are put in the trash. Half gallon and gallon cartons and jugs are rinsed and placed in the recycle barrel in the kitchen. The lids are discarded. Every effort should be made to join in friendly conversation with guests and to begin to remember names.

When the demand for cereal and beverages has ended, the volunteers return any unused juice and milk in their original containers to the refrigerator. Glasses that have already been filled will be emptied by guests or volunteers. But we don't want to fill too many ahead toward the end of serving time. Clear the table and put away any unused supplies. The light switch in the pantry is located inside the beverage shelves--please keep clear access to it.

Do you know?

Cleaning supplies are kept in the back of the pantry, away from all food storage. Why? Cleaning supplies cannot be stored near food, because someone could grab a chemical in a hurry, add it to food and cause great suffering.

Cardboard milk cartons must be at least one half gallon in size before they can be recycled. They are NOT to be flattened, (plastic milk and juice jugs are also not to be flattened, due to the automatic sorting system at EcoSort)

Sunday Breakfast Bussing Work

Most of the guests bus their own dishes, but may need some guidance at the table to:

1. Place cloth napkin into laundry basket
2. Place tableware into pan with soapy water
3. Scrape plates with all food scraps into compost buckets.

Stack plates, bowls, cups and glasses into dry dish pan. Small cardboard milk cartons are trash. Liquids can be collected in coffee cans or small buckets. Glass, aluminum and plastic drink containers are cleaned and sorted.

If a guest leaves their dishes at the table, a “bus person” gathers them at the sorting table and wipes that space with sanitizing solution, so it is clean for the next guest. Some guests like to linger over coffee and conversation, but might not object to other dishes being removed.

The dishwasher depends on the bus people to bring the tubs with dirty dishes into the kitchen promptly so dishwashing can proceed quickly. We need at least one volunteer at the table and one or more circulating to collect used dishes.

As the breakfast guests finish and leave the bus people help clear the tables and assist with sanitizing the tables. First priority should be getting all the used dishes to the dishwasher so that work is completed as quickly as possible. Some of them are hurrying to get upstairs for the church service.

Do you know?

That plastic, metal, glass and liquids are not to be put into the compost buckets?

Whoever caused a spill, or whoever finds a spill, is responsible for cleaning it up quickly, to prevent slip and fall injuries.

Sunday Breakfast Dishwashers/Dryers

Arrive by 8 a.m., sign in, put on clean apron and wash hands following posted instructions. Check to verify the target temperatures of 155 F and 185 F (for rinse) have been reached.

While waiting for dirty dishes to arrive this team can assemble the ten take-out breakfasts, following instructions on the bulletin board. These are used to hand out to

late comers who have missed the regular serving time. These can be stored in the fridge until breakfast serving time has been completed. These breakfasts are added to the plate count sheet. Any leftover food should be delivered to a site chosen by the volunteer who delivers them, to some homeless site (Occupy Medical, Opportunity Village, Mission or Service station, etc.

The instructions for use of the dishwasher are on the wall. When a tray is loaded, it is pushed into the washing compartment and the door pulled down to activate it. The washing takes less than a minute, then you hear an even shorter rinse. When the machine is quiet, raise the handle and push the tray out the far side. The person running the dishwasher is “dirty” and the dish dryers are “clean” they don’t handle dishes from the opposite side. Most things should be air dried, but the plastic glasses must be wiped dry before stacking them at the end, because they can’t dry naturally when stacked and will mold with bad odor.

Dish dryers stack dishes as they dry and move counted plates to the serving counter, in batches of 10 or 20 while recording the number on the Plate Count sheet. Glasses, large and small, mugs, bowls are placed on trays to be taken to the beverage tables as needed during serving time. Lots of signs indicate where equipment goes, so volunteers should learn where to put things away. When everything has been put away, the covers from the tub in the hall by the men’s room are replaced onto the dish trolleys.

IMPORTANT: To prevent damage to the machine, we no longer place the dishwashing trays on top of the dishwasher. (a broken plastic connector, resulted in an expensive repair bill). All the trays should fit into the cupboard to the right of the dishwasher.

The dishwasher is to be drained, and the strainer pulled and cleaned out (flush from bottom with spray) and replaced. The big steel strainer in the sink goes through the dishwasher, as do all the bussing tubs. The sink and counters are washed and sanitized. No left over food particles are permitted by the Sanitarian. The floors will be cleaned by the custodian. All towels and aprons go into the laundry hamper. The compost bucket should be emptied (if used). And garbage can emptied and re-bagged.

Snack Room Monitors

The snack room (Hyland Room across from the women’s rest room) is partially set up on Saturday, but more foods (yogurt) are kept refrigerated until Sunday morning. So they need to be brought to the room, wrappings removed, displayed so guests can select them if they wish. Brown paper lunch sacks are stacked at the beginning of the line to gather snacks. If we have donated plastic grocery bags we can use them, too, but we’re not buying them anymore. Materials for

snacks may need to be bagged up in white paper sandwich bags if that is not done on Saturday set up. Banana boxes with food must never be set on the floor--it's the law! And we want to keep food clean. The lids of banana boxes can be easily lifted off, and we NEVER tear them open! They are needed for FFLC to move their foods around

Sunday breakfast Security, Greeters and Hosts

Outside: Greeters in the parking lot should arrive by or before 7:15. There are always guests waiting when we arrive by 6:30.

Our greeters are our first line of hospitality so we encourage you to engage in friendly conversation, and learn to recognize faces and names of our regular guests. This is probably our best tool to prevent disruptive behavior.

Pre-breakfast coffee is usually available in the parlor by 7 a.m. Guests are not to use the inside restrooms until breakfast begins. The outside porta-poty will be unlocked early. Families with children are to move to the front of the line and assisted, if needed, to be seated in the East dining room. We rarely have confrontational behaviors among guests, but it happens occasionally. We've called 911 once. The phone number for the "Bicycle Cops" is on the bulletin board in the kitchen. They can be called 24/7. If we can resolve any issue ourselves, it's better. Acquaint yourself with the card we place on each table, especially the "You will be asked to leave" if there is profanity, obscenity, fighting, damage to property, theft, use of or dealing drugs, possession of weapons or harassment.

Inside greeters, hosts: Assist any families with children to move to the front of the line and be seated in their reserved dining room.

Greeters usually stand by the entry door and greet guests. If guests need Spanish translation, there may be translators on site, and phone numbers of others are posted on the bulletin board in the kitchen.

Male greeters need to occasionally check the men's rest room as drug dealing, sex, and painting have been found. We don't refuse people who are intoxicated or high if they can conform to our behavior standards.

Be aware of our "Welcome" cards on the tables. Greeters are expected to move close to any disruptions and maintain calm. In a non-threatening voice find what's happening, remind guests of restricted behaviors on the cards, and expect compliance. If we feel the disruption is making guests uncomfortable or unsafe, we tell the person to calm down and be quiet or leave. If that doesn't end the disruptions, we may need some men to escort the disrupter out the door. All such incidents need to be recorded on our "incident" form. Leader needs to get names of all involved, describe what happened, date and sign. Complaints can be filed within 180 days so we need a

record of what happened and what we did.

If greeters can stay to help with dining room clean up that would be great!

Sunday Breakfast closing and cleanup

“Blessed are those who stay until everything is finished!”

A janitor is now hired by the church to clean kitchen and dining room floors, so we don't have to. But we do have to wash, rinse and sanitize all the counters, sinks and tables. 1) Wash: 1 t. Dish soap, 1 quart water. 2) Rinse: plain water. 3) Sanitizer: 1 cap full bleach and 1 quart of water. Supplies for cleanup are in the breakfast pantry at the far end, on the left. They must be kept separate from food storage. The sanitarian disapproves of food particles left on counters or sinks. We need to use clean dry cloths to wipe down after each step. Tables and chairs are to be taken to the East Dining Room. Please use the dolly rather than dragging the chairs--to keep from damaging the floor. Tan chairs and several tables go to the Parlor where we restore the AA setup. Usually there are guests who help with this to show their appreciation.

- We empty all the trashcans, including the ones by the sinks and beverage table, into the big dumpster out back. We take all the flattened cardboard and other recyclables to the recycle dumpster. We place all the compost contents into the small bin marked “Food Waste Only”. If the buckets are soiled they should be rinsed out in the boiler room sink and wiped with paper towels before placing a new (greenish) biodegradable bag. All three of these containers use the same key, which hangs in the doorway to the kitchen.
- All the banana boxes need to be fitted with top and bottom together and all metal and plastic crates need to be returned to FFLC ASAP. They also accept egg boxes with the formed cardboard separators if they're clean. FFLC asks us to keep their boxes intact and clean as they are used repeatedly to move their products. We have to repeat, **do not tear open the tops of the banana boxes, just lift them off. Please!**
- The grill needs to be cleaned using materials under the nearby table. The grease catcher can be removed (with great force) so the grease can be poured into a metal coffee can and the debris scraped into the compost bucket. This job takes determination and elbow grease--but it has to be done to keep it usable. **Thank you grill cleaners!**
- Coffee pots are to be emptied, rinsed and placed near the microwave. The carafes (pump pots) are rinsed and placed near the automatic coffee makers. It helps if the pump stem and pot it matches are kept together.
- All hot pads, towels and aprons are to go into the laundry baskets.

- Finally, before leaving, the leader is to check to see if ovens are empty, all switches on “off” and lights and fans turned, and windows closed and latched. We turn off the dishwasher both at the machine and the breaker in the corner.

Thanks to all who make Sunday Breakfast so welcoming and efficient and who do a thorough cleanup so the space is left ready for the next event to be held!

Laundry

There are always two large bags of laundry to be taken by volunteers to wash at home and return by Wednesday. Laundry is a big job, probably taking more time than many of the Saturday or Sunday jobs, but it is crucial to the functioning of the sanitation and efficiency of our breakfasts. Use of a half cup of bleach, diluted with water is recommended for each load, to keep our linens bright. Some volunteers prefer to take the laundry to a Laundromat, to avoid wear and tear on their home equipment and get it all done at once.

To make it easy to put away in the kitchen when it's returned, please do not fold the napkins, just smooth them out in a flat pile. Just fold the dishcloths over in half, and the towels over in quarters. Over folding makes tippy piles.

Parking lot clean up

We now have a lot of volunteers from amongst the guests. We have special neon vests to be worn when they are assigned to help keep the parking lot clean. We provide the vests, gloves, broom and dustpan so they can keep the parking lot neat and clean. We discourage guests from lingering to visit on our lot as we have church members coming to attend the 9 a.m. service who need to park and have the lot presentable. We cannot have tobacco smoke near the building either. Let's express our appreciation to those helping with this work.

Pet Policy

We do not allow pet animals into the dining room but provide kennels, food, water and supervision in the Parlor. We need a pet lover to volunteer for this lonely job. We keep in writing the name of each pet and it's owners with the date. The cloths used for bedding in the kennels should be added to our laundry baskets when the pet leaves. And the kennel should be sprayed with disinfectant and wiped down with clean towel. Volunteers need to be at least 18 years old. The volunteers may eat in this area if necessary, but we ask the pet owners to eat in the dining room. All “Service Animals” are allowed in the dining room. All animals on our property must be on leash and have up to date rabies shots.

Monthly report to FFLC requires weekly reports

Each breakfast leader needs to get these reports to the Breakfast Coordinator, Lisa Landers or Phyllis Weare, ASAP so the monthly report can be compiled and sent to FFLC and used in fund seeking activities.

1. Number of meals served including the take-out bags
2. Number of volunteers serving
3. Number of volunteer hours
4. Amount spent on food
5. Pounds of food donated from other sources
6. Pounds of food discarded and reason, i.e., moldy, soured, spoiled fruit

This is only complicated until we learn how to do it. Although our breakfast is helpful to our guests, we need to be aware that it's only a band-aid on a very big wound, the reasons why so many of our neighbors do not have shelter or enough food. We need to be supporters of broader efforts to make our society fair for all. Better city, state and national policies need our support, as do non-profit groups.

Guidelines for breakfast in the parking lot (when the church dining room is not available due to housing homeless families).

Guests may not enter the building to use the restroom. The porta-potty will be unlocked.

Saturday prep: 10-12 people prepare 300+ sack breakfasts containing peanut butter and jelly sandwiches, boiled egg with 2 salt packets, fruit,. These can be assembled or because of bulk in the refrigerator could be assembled early on Sunday.

Sunday 6:30 start all the coffee pots. A heavy duty extension cord with multiple outlets can connect to outlet. Carry out 4 large tables, a canopy is available to provide shelter.

Take out supplies: hot-cold paper cups, hot water in carafes, sugar, creamer, sweetener, tea bags, 7-8 gallons milk, 5-6 gallons juice, yogurt if available from FFLC. Large waste containers, compost buckets. Serve from 7:30 to 9. More carafes from the automatic coffee makers may be needed. The church wants the parking lot cleared by 9 as our early service people are arriving.

Leftovers can be taken to the usual places frequented by the homeless.

At 9 a.m. Take table back to basement, put coffee grounds into compost buckets,.

Empty and rinse the coffee pots in the kitchen. Empty trash, recycling and compost as usual.

The cardboard containers need to be flattened, shrink wrap saved for recycling.

Guests are asked to just select one of some of the scarce items. Guests are asked to come to the snack room only after they have eaten breakfast. We have this opportunity to engage in friendly conversation.

When the breakfast is over and guests have left, any left overs can go with left overs from the kitchen to various homeless sites. And all banana boxes and recycling handled with the rest of them from the breakfast.

We want snack room monitors to wash hands, sign in, and wear clean aprons and name tags to identify them as part of our breakfast crew.