

ENTRY

- Open unlocked swing gate on Vine St and pull in loaded vehicle(s).
- Unlock Vine St Door with provided key and turn off alarm with Code 2289-1.
- Turn on lights and fans, raise rolling door to permit unloading and entry of goods.
- Turn on lights downstairs.
- Place cheese and drinks in sponsor refrigerator until needed.

EXHAUST

- Hit two "START" (black-colored) buttons (located on the wall near the desk).

OVEN

- Set at 500°F, then back down to 400°F.
- Spray 3 tub pans for chili.

CHILI PREPARATION

- Start FIRST THING!
- Use 4-5 cans per tub pan with no added water.
- Dispose of cans - do not save.
- Put tub pans lengthwise in oven (ends in first).
- Stir after 15 minutes and then cover with lid.
- Make sure to stir every 15 minutes.

DINING ROOM SET-UP

- Chain must be held when opening steel door.
- (inside chain- pull to open and raise to level of wood)
- Then hook and wrap chain to keep in place.
- Turn all fans on.
- Take down chairs.
- Assign tasks for serving period.

STEAMER

- Fill with 3-4 large pitchers water to approx. one inch deep.
- Turn on "Master Switch" around 11 AM
- Each of six black knobs turns on each steamer.
- Turn on only two steamers for chili trays. Use setting 8.
- Make sure drainage valve closed (floor level on right, turn to right).
- At 12:45, shut off steam table switches.
- After food is removed, open drainage valve.

WATER COOLERS

- One yellow, one blue or red.
- Around 11:30 AM, fill w/ice blocks from freezer.
- Put fruit cocktail cans filled with water in freezer.
- Run cans under warm water to loosen ice block.
- Easier to fill the coolers and put them in place before adding ice blocks.

CUTLERY

- Two people to wrap napkin around spoon/fork.
- Spoon/fork, napkin placed in cup and given out by Lead Volunteer.

FRUIT COCKTAIL

- Drain and place in large plastic containers.
- Rinse and save cans for use in making giant ice cubes.
- Serve as need at dessert serving area.
- Serving size = ½ plastic or foam cup.

OTHER DESSERTS

- Need person to place cookies on plate (one person could do both desserts).

SALAD

- Toss with salad dressing.
- Serve with tongs from larger plastic container.

SERVING/ GUEST ENTRY

- Set up serving line configuration (see sketch).
- Lay out plates, cookies, crackers etc...
- Volunteers take their places just before NOON.
- Open back door and chock open
- Welcome guests, asking them to form a line (NOON).
- Lead Volunteer welcomes guests, introduces NHS-CBA as host group, says Hamotzi with bread in hand (or Shehakol if no bread served).
- Lead Volunteer and Drinks Server monitor conduct of guests, stopping the line when necessary.
- Count is done by the number of plates distributed. Paper plates are 200/bag.

CLEAN-UP

- Clean the Kitchen continuously as we go so that there is no buildup.
- Focus on Dining and Serving Areas after 1 PM.
- Counters/Tables: Use Dawn liquid in small water buckets.
- Wipe down tables and chairs.
- Floors: Sweep, lightly mop (use floor soap). Dust pan is in cabinet.
- Chairs: Leave turned up on tables.
- Leave dirty towels in washing machine.

BATHROOM

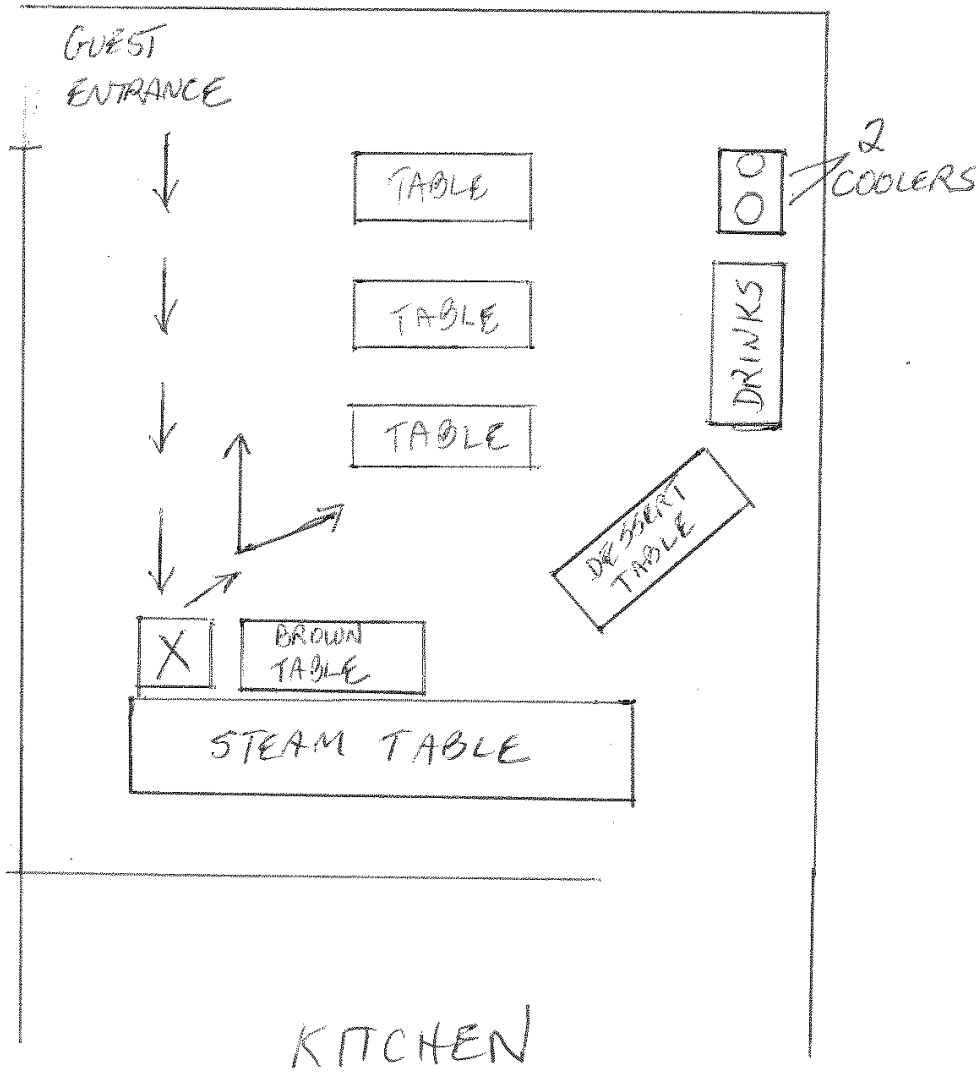
- Not responsible for cleaning.
- Just make sure water/lights off, upstairs and down.

CLOSING PROCEDURE

- Around 12:57 PM (12:50 if line stretches to door), go to back door, latch, announce "Thanks for coming" so that guests know it's time to leave (and not linger).
- Stay at the door until all guests depart.

LEAVING

- Note how many guests served and names of today's volunteers.
- Turn off all equipment we turned on.
- Ensure that pilot lights are lit on burners.
- Turn off all lights.
- Lock Vine St Door with provided key and turn on alarm with Code 2289-2.
- Go out door immediately.



X = GUEST RECEIVES FOOD

→ → GUEST TRAFFIC FLOW

