

Gilmore Park Community Meal

Volunteer Guide

Our Mission is...

- To provide a nutritious meal.
- To provide a warm, welcoming, and respectful community for all people.

When you arrive at the church...

- Please sign in at the Coordinator's table in the hall.
- If you are a student and want "hours" for school, also sign in & out in the "hours" book.
- Talk to the Volunteer Coordinator to find out what your task is.
- Take your name tag (and leave it when you go).
- Leave your jacket and personal items in the office.
- Wash your hands at the sink in the kitchen, or in the sink in the activity room, according to "Six Hand Washing Steps" on the wall. Wash carefully taking at least 30 seconds. Wash your hands after using the washroom. Wash before any contact with dishes or food. Wash before and after eating. Wash after touching anything.

Dress Code

- Wear shoes that cover your toes and top of foot.
- Wear sleeves, even if short.
- Pants must be no shorter than 2" or 5cm above the knee. Skirts same minimum length. No long flowing skirts. No ruffles.
- Long hair must be pulled back (Please do not fix your hair in the kitchen).

General Guide

- Be friendly to everyone, and welcome and respect our guests.
- Don't touch your face, hair, clothes or cell phone while volunteering.
- Don't use your cell phone or any other electronic devices while volunteering.
- No gum chewing while volunteering.
- If you have a cough or are not feeling well, please stay home.
- Don't change your task or do someone else's task without checking with the coordinator.
- If you have a problem with a guest or another volunteer, tell one of the coordinators.

Servers

- Wash your hands thoroughly.
- While serving you will wear an apron (usually red). You will wear gloves.
- When servers are called, go between the serving tables, and stand in front of the item you are serving.
- Focus on the instruction that Chef Stacey will give you before serving.
- Ask each guest whether they would like the food you are serving. Communicate with each guest about the amount of food he/she would like to have.
- Each person may only carry one plate. If they need a second plate, ask the table runner.

Plate Servers

-Must wear gloves. Give only one plate to each person. If they want a second plate for someone else, call for the table runner to take the second plate. Say "Enjoy your meal" or something similar.

Dessert Servers

-Start at the first table that the MC called. Continue in table sequence. Serve every person at the table before moving on to the next table. Diners must stay seated.

Kitchen Runners

-Refill the food trays on the serving table as needed. Be careful not to spill. Use mitts.

Table Runners

-Follow the MC as he/she invites the tables to get their meal. Give assistance to anybody who needs help taking plate to their table. (Anyone with mobility issues, mums with children, etc.).

Beverage Station Helpers

-Please stay at the station except to refill or tidy up.

-Refill coffee, hot water, milk, water and supplies as needed. Keep the station tidy.

-No coffee or milk is to be taken home.

-Wipe up small floor spills with paper towel. For large spills, ask our Custodian Hans, or other Coordinator, to mop it up.

Room Clean-Up

-Clean up starts after 6:05. Do not remove table cloths, salt & peppers, etc from double tables while any guest is still sitting there.

-Chairs are stacked (note -different colours of frames must be stacked together).

-Tables must be wiped down with bleach; be sure to wipe side edges and under the edges.

-Tablecloths are shaken and placed in a basket near the kitchen.

-Tables must be carried (not dragged) back to the storage room.

-Salt and peppers and table numbers must be wiped down and put back in kitchen cupboard.

-All beverage table items need to be returned to kitchen.

Kitchen Clean –Up

-Follow directions of chef Stacey and/or the shift "closer".

-Everything must be washed and put away according to Food Safe rules.

-There are pictures on the cupboards to help with placement of dry dishes.

Contact

-You will be emailed a roster on a Monday if you are assigned for Thursday.

-If you cannot come that week, please contact Annamarie at the church office at office@gilmoreparkunited.ca or (604) 277-5377 by 4:00PM on Wednesday.

We really appreciate your help! Thank you for volunteering!