

Gilmore Park Community Meal

Volunteer Guide

February 2024

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.
- Check the roster 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. Please do not bring valuables.
- Annamarie or the Greeter has a key for the office. Please do not go in and out of the office unless dropping off or picking up your things.
- **Take your apron off before using the washroom and put it/ hang it somewhere clean outside the washroom.**
- 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.
- 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 a red apron. You will wear gloves.
- If your apron has a pocket, please remove anything from it before placing the apron in the "dirty" basket when your shift is finished.
- meals will be prepared in the kitchen and placed on carts.
- servers then carry plates to the diners. Be polite. Say "Enjoy your meal" or something similar.

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 Hans, or a coordinator, to mop it up.

Room Clean-Up

- Clean up starts after **6:20**. **-Make sure one table with tablecloth is available for latecomers.**
- Do not remove tablecloths, salt & peppers, etc from double tables while any guest is still sitting there.
- Chairs can be stack and tables can be taken down at 6:30. (note -chairs with 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 “dirty” basket
- 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.
- All unused cups or glasses or cutlery must be washed.

Dirty Dishes

- diners are asked to clean off their plates and put remains in the recycling bin or garbage bin.
- plates and cups are to be put in appropriate trays. Liquid in the cups can be poured into the large bucket near the trays.
- Cutlery is placed in the cutlery rack.
- full trays are taken into the kitchen to be washed.

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.

Children’s Table

- toys and books are available for children’s use during the meal

Fire Alarm Drills:

- We have a fire drill every few months. Servers might be asked to stand at doorways to show diners where to go.
- An emergency drill explanation sheet is available at the sign-in table.

Contact

- You will receive a roster on a Monday **or Tuesday** if you are assigned for the Thursday of that week.
- If you cannot come that week, please contact Annamarie at the church office at office@gilmoreparkunited.ca or (604) 277-5377 **as soon as you can even if it’s Thursday.**

We really appreciate your help! Thank you for volunteering!