

Open Door Checklist

****Please print and read this completely BEFORE doing anything****

Pre-Meal Planning:

- Have your house group watch the 4th Avenue Release video at Revolution website
- **Plan on feeding 180-200 people.** The total budget is \$200. Receipts can be turned into Shauna Breeden at Revolution for reimbursement.
- Open Door has frozen and pantry items that should be used. **Check with Sarah** (kitchen manager at 4th Ave UMC) for food availability – **(502)544-2158**. Depending on availability, they can provide meat, sauces, spices and dessert. Open Door encourages us to use their supplies so they can continue to justify their needs (this is important). This call to Sarah should be made by Wednesday of the week you are serving.
- In an attempt to enhance the overall volunteer experience, Open Door/Revolution has recently introduced a “weekend structure”. **Please contact Steve Stewart** by email (**sstewart1971@icloud.com**) or by phone (**502.229.0201**) to get a brief overview. He will also be available Saturday morning to assist.
- (If possible) Meet with Sarah to look over supplies (meat, veggies, bread, dessert and drinks).
- Read instructions on how to work the dishwasher.
- Investigate potential recipes online or through Sarah (she usually has a good suggestion based on the meat they provide).
- Get serving confirmations from your house group and also help promote attendance at the event from those outside your group.
 - o *Everyone who commits should confirm their commitment via the Revolution serving form on the church app or the serving page of the website at revolutionky.org.*
 - o *Anyone can view the committed participants by logging into CCB and clicking on the event in the calendar.*
 - o *Participants needing the directions to 4th Ave. can use the serving app on their phone or check the church’s website.*

- Create a menu:

Main dish _____

Starch _____

Vegetable(s) _____

Bread _____

Fruit (preferably fresh) _____

Dessert _____

Drink _____

- All supplies that are not available at 4th Ave. should be purchased at GFS by the group leader (a process is being devised that will not require leaders to use their own personal credit card)

- Shop for items needed

- Menu items
- Condiments (butter, ketchup, sauce, etc)
- Powdered drinks (buy twice what you think you need and leave whatever is leftover)
- Napkins
- Canned drinks or juice for carryout orders (12-18 carryout servings/week)

(if you find you need last minute items, there is a Kroger at 3165 S 2Nd St which is near the stadium)

- Schedule work shifts (Suggestions on next page w/12 people being ideal)

Work Shifts/Stations

Pre-Meal:

- _____ **Food Prep and Cooks** (4-6* people)
- _____ **Drinks/Desserts** (1) – *Plate desserts, mix drinks and set up drink table.*
- _____ **Utensils/Trays** (1-2*) – *Roll Silverware and Stack Trays*
- _____ **Dining Room Prep** (1-2*) - *Set up serving tables and clean tables/floors*
- _____ **Dishwashers** (1*) – *1 washing pans in the back*

During Meal:

- _____ **Line servers** (4-7*) – *goal is one server for each item of food.*
- _____ **Carryout** (1*) – *Take carry-out orders upstairs.*
- _____ **Drinks** (1*) – *Serve Drinks to patrons*
- _____ **Dishwashers** (3-4*) – *1 washing pans in the back and 2-3 running the dishwasher*
- _____ **Dining Room** (1*) – *Person who is comfortable circulating throughout the dining room and mingling with patrons.*
- _____ **Reporter** (1*) – *take pictures (of Revolution members only) to share and help with carry-outs.*

Post-Meal:

- _____ **Kitchen** (2-4 people*)- *Clean counters and put food away.*
- _____ **Drinks/Desserts** (1*) - *Break down drink station and desserts*
- _____ **Utensils/Trays** (1*) - *Stack Trays and silverware (coming out of dishwasher) in appropriate places/ containers.*
- _____ **Dining Room** (1-2*) – *Break down serving table, clean tables (bleach water, sweep and spot mop floors (Plain water)*
- _____ **Dishwashers** (2-3*) – *1 washing pans in the back and 2 finishing up in the dishwasher room*

****All totals are approximated and may fluctuate according to # of volunteers.****

Saturday @ 4th Avenue:

PARKING/ARRIVAL: You can park on St. Catherine or in the parking lot located on the corner of Saint Catherine and 3rd Street. The entrance to the church is on the Saint Catherine side of the building. You will go to the upstairs entrance and knock on door or ring doorbell to have security guard let you in. He will direct you to the kitchen.

Checklist:

Someone should arrive at 9:30 am. (ring main doorbell to have security guard let you in)
Open door
Turn on lights
If water needs to be boiled, start it early
Have group prayer at 10:00 am.
Use fresh bleach water to wipe down counters (Empty bucket in drain and rags in hamper)
Assign tasks and begin food prep
Prepare drinks in orange coolers (1 flavored & 1 water)
Set up serving table and wipe tables with water containing a ½ cup of bleach per bucket
Assign serving tasks
At least two people (three if possible) should work dishwasher. Please instruct to make sure to rinse all items very well before putting into dishwasher.
At least one person should be assigned to clean big items in the “Pots and Pans sinks”
ALL servers must wear hair net/hat and gloves (wash hands before putting gloves on)
Open doors at 11:45 am.
Place prepared food on serving tables
Assume serving positions
Have someone lead group prayer in Dining Hall at noon
Begin serving food (wheelchair patrons will be waiting outside for to-go boxes)
Second servings (NOT desserts or fruit) may begin at 12:30 pm
12:45/1:00 pm begin clean up
Record lunch count (Black trays + Blue Trays + “To-Go’s” + Volunteers)
Use fresh bleach water to wipe down counters (Empty bucket in drain and rags in hamper)

Additional Information:

- Please wash hands, put gloves and a hair net or hat before handling ANY food.
- Please make sure that all cooked items are completely cooked.
- Thoroughly clean utensils between tastings, use at other prep stations, etc.
- Use clean cutting boards for ALL new food prep.
(**Red**- red meat; **Yellow**- Poultry; Others-various)
- Carry out orders are available for those who cannot access the dining hall. They consist of a Styrofoam container with food, drink (can or bottle), plastic utensils and napkins.

After Meal/Clean Up:

- Cleaning Checklist: (Please leave the place better than when we arrived)

	Dishes
	Spot Mop Dining Room (<i>No Bleach; Empty bucket & rinse/ring out mop</i>)
	Wipe down Dining Room and Middle room tables. (use bleach)
	Dry and Stack trays
	Put leftovers away (<i>Cover, Label & Date</i>)
	Drain and Clean Dishwasher Room
	Drain/Clean Pots & Pans Sinks (<i>Use soap to wipe "grease line" around Sanitize and Rinse sink</i>)
	Spot mop kitchen
	Take out trash
	Lock doors

Additional Notes:

- If you run out of food, Open Door usually has leftovers from previous days. Ask Liz or Greg what is available and utilize if possible. (Hot dogs or PB&J sandwiches can also be fallback items for overflow meals)
- If you need further assistance or have questions, don't forget to contact Steve Stewart by email ([sstewart1971@icloud.com](mailto:ssstewart1971@icloud.com)) or phone (502.229.0201).