

Open Door Checklist

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

Pre-Meal Planning:

- Call Steve Stewart, 502-994-9886
- Have your house group watch the 4th Avenue Release video at Revolution website
- Plan on feeding 150-160 people.
 - The total budget is \$200. Receipts can be turned into Greg Gibson, Treasurer, 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 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 on the Monday of the week you are serving.
- *(Optional)* Meet with Sarah and look at supplies (meat, veggies, bread, dessert and drinks). Also, have her show you 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.
 - *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.*
 - *Anyone can view the committed participants by logging into CCB and clicking on the event in the calendar.*
 - *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

Vegetable(s)

Fruit (preferably fresh)

Dessert

Drink

- All supplies that are not available at 4th Ave. should be purchased by the group leader
- 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 if working shifts; if people will be there entire time, 6-8 people will work)

Work Shifts/Stations

<i>Pre-Meal:</i>			
Done	Task	# of people	Instructions
	Food Prep and Cooks	4-6	
	Drinks/Desserts	1	Plate desserts, mix drinks, set up drink table
	Utensils/Trays	1-2	Roll silverware and stack trays
	Dining Room Prep	1-2	Set up serving table and clean tables/floors – use RED bucket with 2 capfuls of bleach to half bucket of water
	Dishwashers	1	Washing pans in the back
<i>During Meal:</i>			
	Line Servers	4-5	Goal is one server for each item
	Carryout	1	Take carry-out orders upstairs
	Drinks	1	Serve drinks to patrons
	Dishwashers	3	1 – washing pans in the back 2 – running the dishwasher
	Dining room	1	Person who is comfortable circulating throughout the dining room and mingling with patrons
	Reporter	1	Take pictures (Revolution members only) to share and/or help with carry-outs
<i>Post Meal:</i>			
	Kitchen	2-4	Clean counters and put food away
	Drinks/Desserts	1	Break down drink station and desserts
	Utensils/Trays	1	Stack trays and silverware (after washed) in appropriate places/containers
	Dining Room	1-2	Break down serving table, clean tables and sweep floors – use RED bucket with 2 capfuls of bleach to half bucket of water
	Dishwashers	2-3	1 - washing pans in the back 2 – finishing up in the dishwasher room

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
Locate dumpsters for trash take out after meal
Have group prayer at 10:00 am.
Assign tasks and begin food prep
Prepare drinks in orange coolers (1 flavored & 1 water)
Set up serving tables and wipe down tables with water using 2 capfuls of bleach per half RED bucket
Assign serving tasks
Two people should work dishwasher (rinse all items well before putting into dishwasher)
At least one person should be assigned to clean big items in the "back sinks"
ALL servers must wear hair net/hat and gloves (wash hands before putting gloves on)
Open doors at 11:45 am. Prepare 25 to-go orders to be ready to go at this time as well.
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)
No second servings until 12:30 pm. (Be aware that there may be late arrivals)
12:45/1:00 pm begin clean up (see checklist below)

Additional Information:

- Please wash hands, put gloves and a hair net 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 (do not use the butcher-block countertop in the kitchen for food prep)
- 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 (No Bleach)
	Wipe down Dining Room and Middle room tables using two capfuls of bleach per half RED bucket
	Dry and Stack trays
	All pots and pan should be hung to air dry – do not wipe dry
	Used rags go in green hanger bag to go to laundry service
	Put leftovers away
	Drain and Clean Dishwasher Room
	Drain/Clean Kitchen Sinks
	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 Sara (number above) or Samford (usually on-site) 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, you can contact Steve Stewart by email (agentstewart1971@gmail.com) or phone (502.994.9886). He has agreed to offer support.