



Food Service Line

Revision Date: July 19, 2024

Why this list is important

- Mealtime creates a sense of community for our guests and an opportunity for fellowship with one another, our staff, and our volunteers. We provide two hot meals daily, Monday through Saturday, prepared on-site by our kitchen staff.
- This list provides the instructions and best practices for completing a volunteer shift on the Food Service Line during daily operations of the Warming Center.

Resources Needed

- Disposable Latex Gloves in Your Size
- Face Mask
- Hat or Hair Net

Process

- Prior to 7am opening:
 - Put on gloves, mask, and hair net/hat
 - These must be worn at all times when serving
 - Set Service Line with the following:

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- Two pans of bagels - with tongs (available above sink)
 - Cream cheese - plain and strawberry - placed into $\frac{1}{3}$ plastic hotel pan
 - Peanut butter and jelly - placed into $\frac{1}{3}$ plastic hotel pan
 - Fruit (placed into plastic hotel pan)
 - Juice and milk in "Cambros"
 - Grits & Oatmeal - with ladles for each (available on kitchen storage shelf)
 - Prepare six carryout breakfasts for the front door
 - Carryouts should include oatmeal, grits, bagel, cream cheese, peanut butter, jelly, fruit, utensils, and napkins
 - Upon Warming Center opening:
 - Serve food and beverages to guests
 - Hot foods in bowls must always be served with a lid
 - Limit of one cream cheese per bagel
 - Other limits as designated by chef
 - Breakfast service takes place from 7-8:30am
 - Lunch service takes place from 9-10:30am
 - Seconds and carryout containers are served at 10am
 - Chef will prepare a sample plate with serving size limits
 - At 10am, prepare 6 carryout meals for the front door
 - After lunch service is complete:
 - Clear any remaining food from the service line and bring to kitchen
 - Once food is clear, spray surface with Purell disinfectant and wipe completely with rag or towel
 - Wipe down outside surface of steam wells
 - Ensure paper supplies are stocked for the next day of service (plates, bowls, lids, silverware, napkins, carryout containers)