

Beth Jacob Synagogue Community Dinner Instructions

When: 2nd & Last Sunday of each month (except December 31, 2006)

Where: Bethany Church, Montpelier

Needs: Someone to go to supermarket and buy supplies
At least 3 people to set up and serve and clean up
Veggie Dish Cooker (for 15-20 people)
Meat Dish Cooker (for 15 people)

NOTE: FOOD MUST ARRIVE HOT AND READY TO SERVE BY 4:00 PM!

Setup: 4:00 pm – 4:30 pm

Serving: 4:30 pm – 6:00 pm

Clean up: 6:00 pm – 6:45 pm

Shopping List (supplies above and beyond meals)

The person who shops should retain their receipt and present it to BJ Treasurer via mail for direct reimbursement.

Each Sunday

- 2 heads of romaine
- 1 of iceberg
- carton of small grape tomatoes
- three loaves of wheat bread (preferably baked fresh at local supermarket)
- _ gallon of 1% milk
- 2 types of juice or lemonade drinks
- 2 mixed bags of fruit (oranges/apples)
- cookies (at least 20 – we normally buy from the bakery department, either a bag or box of cookies)
- sticks of butter (2 is enough)
- salad dressing (mix of dressing) – this doesn't need to be bought every Sunday if there was some left over from the previous Sunday (check with the coordinator)

Re-stock of supplies in crates (check with the coordinator if there is a need for restock of supplies)

- coffee
- sugar
- tea (herbal)
- napkins

Instructions

Setup – Setup takes place as close to 4:00 pm as possible.

- Tables: set up 4 rectangular tables in loose square formation and set up chairs; if available from supply crate, put tablecloths on and flowers; vases for flowers are in the two cabinet doors to the right of the back door in the kitchen (near the stove). Put out butter (1/2 a stick per table) on small dishes located in the bottom cabinet that is closest to the entrance to the dining area. Put salt and pepper out on the tables (shakers are located in top cabinet near the entrance to the dining area).
- Card Tables: Set up two card tables (tucked near the elevator in the main dining room area). Cold beverages, glasses, silverware, napkins, salad dressing, fruit go on these tables. Sometimes, when we have pasta, we put out grated parmesan cheese. Put out fresh water (we just use tap) using the pitchers located in a cabinet next to the stove.
- Food Preparation: turn ovens and/or stove on to keep food that is delivered warm. Cut up bread and heat up in the oven using cookie sheets that are to the right of the oven in the bottom cabinet. Prepare salad – there is no salad spinner – using colander and large metal bowl for salad located in the cabinets underneath the kitchen island. Sometimes we cut up the oranges and put them out for folks to eat – cut up some if you like and leave some whole for folks to take home.
- Soaking tubs for Dirty Dishes: we don't use the dishwasher, instead we wash dishes by hand. Put two tubs (located in back right hand corner of kitchen on the counter near stove) in the big sink – one hot and soapy for washing and one for rinsing. Also, utilize the drying rack near the smaller sink for drying.
- Put the sign out: tape is located in top small drawer of island. Sign will be back in the corner near the stove on the left hand side of the stove. Use sandwich board located upstairs in the coatroom for displaying the sign. There is only one sign – just put the sign on one side of the sandwich board. Put the board out at the end of the ramp in the grass so it is visible to passersby.
- Plates/Bowls: we serve in the kitchen and bring food out to people. A general policy is to not allow folks to serve themselves in the kitchen, nor do we encourage them to come into the kitchen (although for clean up, we definitely encourage folks to help out and they often do – by helping clean dishes, sweep, etc). So, set up all of the plates/bowls on the island in a way that makes it easy for volunteers to put plates together for people. Plates are located in the bottom cabinet in the kitchen that is closest to the entrance to the dining area. We try to use just one plate per person. Sometimes, when there is chili to serve, we provide a plate and the bowl of chili.

Serving:

- Start serving at 4:30 pm
- Volunteers should ask folks what they would like to eat; volunteers serve the diners as opposed to diners serving themselves. Some diners are strictly vegetarian so when offering the options – meat or veggie – present them as the main meal (meat) or the vegetarian option. Some people will ask for both. In this case, it always best to tell those folks that if they are not vegetarian that they may need to wait to try the veggie option until 5:30 pm (so that we know we have enough for vegetarians). This all depends on how many people are flowing in the

- first hour. If you there's a heavy flow of 15-20 people in the first hour (up til 5:30), and you still have enough servings (at least 10 servings left), you can feel comfortable giving folks seconds.
- Microwave: there is a microwave in the lounge upstairs (from the front entrance upstairs, you would take a right and walk down the corridor to the lounge which is on the left – it has a mini-kitchen with a microwave that can be unplugged and brought downstairs for use. Just return it when done).
 - As mentioned above, seconds are available starting at 5:30 pm and only if there is sufficient food available (you just have to eyeball it). Seconds should go on a new plate.
 - Food to go - Folks who want to take seconds to go should also wait until 5:30. Folks often bring their own plasticware to take food home. Sometimes, we have our own supply. If not, we use paper plates, foil and anything else we can find (paper cups etc)
 - Coffee and hot water for tea is put out as soon as possible. We normally keep this on the counter right next to the entrance into the kitchen and ask people to help themselves. Filters are in the supply crates. Some of the milk that is out on the card table can be poured into a small pitcher (where the glasses and salt/pepper is).
 - Diners often bring their dirty plates to the kitchen and put them in the sink – in the tub where the soapy water is. If they don't, by 5:45 go around and pick up plates. See below under clean up.
 - Dessert – this is a tough one – some folks take handfuls of cookies so we decided to have one volunteer bring out the cookies and offer them to people several times during the meal.

Clean Up

- Bring the sign in promptly – even sooner than 6:00 pm. Even at 5:45 or 5:50 pm. It's okay to serve right up until 6:00 pm, but encourage those folks to take food to go instead of sitting down to eat. If they insist, it's okay to let them stay but prompt them to wrap up by 6:30 pm at the latest.
- Clear plates - Lots of folks like to hang around to socialize – so just be aware (it's fine, but sometimes people want to socialize past 6:15 which makes it hard to get cleanup finished – just clean around them. They can stay after 6:15 if they want – and you can go home when you're finished cleaning); at 5:45 volunteers should go out to the dining area to make sure that any plates that are ready for washing come in to the kitchen (sometimes folks don't clear their plates on their own – which is okay – we don't tell them we expect them to clear their plates and bring them to the kitchen, but when they do it's much appreciated).
- If any of the tables are empty, you can start at 5:45 to put chairs away and bring butter and salt/pepper in.
- Cleaning dishes/glasses – throughout the serving period, one volunteer should be assigned to wash dishes/glasses so that there isn't a backlog at the end of the evening. All dishes/glasses need to be washed w/hot soapy water and rinsed and put on the drying rack to dry. By the end of the night, if they are not yet dry, they need to be dried with a towel (drawer in island) and put away.

- Rule of thumb – put things back where you found them.
- Wipe down kitchen services with damp cloth. There is a drying rack for cloths next to the stove.
- Put all of BJ community dinner supplies back in crates.
- Wipe down tablecloths if you used them; fold and put back in crate.
- Put tables away – often we just put them (still standing up) against the walls, that's often how we find them.
- Sweep floors.
- Take trash bags out to large garbage receptacle in parking lot and replace with new bags (often found at the bottom of the bin).
- If diners want to help clean up, the more the merrier. But, they are not expected to.
- Turn lights off. No need to try to lock the door – the Bethany Church facilities manager does this. His name is Mark LeGrand.

Emergencies

In all cases, call 911 if there is an emergency or disturbance. Please note that there is no phone available in the dining area so either use a cell phone or someone will have to go to City Center to use the payphone. This is unfortunate – that there is no available phone, but it's a reality.

Location of Supplies in Kitchen and Setup of Dining area – see schematics attached.