

Wednesday Night Dinner – Volunteer Roles and Responsibilities

- 1) Head and Sous Chefs -- 12:00-6:30 pm (2-3 people)
 - a) Menu and ingredient list
 - b) All things kitchen/cooking related
- 2) Grocery Shopping -- Tuesday (1-2 people)
 - a) Coordinate with chefs to pick up required groceries the day before (Tuesday)
- 3) Kitchen Prep -- 1:30-3:30 pm (3 people)
 - a) Wash and chop veggies, salad prep, peeling, mixing, etc. depending on the menu for the evening.
- 4) Trader Joe's Pick Up -- 3:30-4:00 pm (2 people)
 - a) Pick up the donated share from TJ's and bring it back to the church
 - b) Sort items, and bag loose fruit, etc.
- 5) Meal set up -- 4:00-6:00 pm (4 people)
 - a) Table cloths, salt and pepper and napkins on tables
 - b) Coffee station
 - c) Set out plates and silverware at start of serving tables
 - d) Dessert table
 - e) Prep salads
- 6) Greeters and Meal Servers -- 5:30-6:45 (8 people)
 - a) Stand behind tables along South FH wall, greet each person who comes by, and serve each item onto plates
 - b) **One person designated as food runner to ensure when food runs out on the floor, more is brought from the kitchen*
- 7) Trader Joe's Table -- 5:15-6:30 pm (1 person)
 - a) Oversee selection of donated items from TJ's
 - b) Help folks bag their items
- 8) Door keepers -- 5:00-6:30 (2 people)
 - a) Welcome folks inside
 - b) Ensure safety of folks while coming & going
- 9) Ramp Room/Hallway Monitor -- 5:00-7:00 (1 person)
- 10) Dishwashing Early Shift during prep -- 3:00-5:00 (2 people)
- 11) Dishwashing Later Shift during/after meal -- 5:00-8:00 pm (4 people)
- 12) Ministry of Presence -- 4:30-7:00 (4+ people)
 - a) Engage with folks while eating and standing in line
 - b) Offer to serve coffee
 - c) Sitting and eating with folks
- 13) Prayers (in person or via zoom) -- 4:15 – 4:45 pm (all who are interested)
- 14) Clean up/tear down -- 6:30-8:00 (3+ people)
 - a) Wipe down tables and chairs, fold up and return to racks
 - b) Kitchen clean up
 - c) Trash/recycling/compost out and bags in bins replaced
 - d) Check church grounds for trash
- 15) Tablecloth Laundry (2 large loads/week) -- >7:30 (1 person)