

GUIDELINES FOR MEAL HOSTS

PLANNING THE MEAL

1. Upon signing up to prepare a meal, contact the Meal Host Coordinator to discuss menu. She will work with you to avoid a lot of duplication and will be able to give you advice as to what the guests prefer. Be aware that Day Center has been requesting that we provide healthy meals for our guests. Many of our guests have health and weight problems which they have voiced as a concern. Many have requested a reduction in fried foods as these are often repeated at each congregation. We have also found that we often have too many desserts and drinks left over by the end of the week. Therefore, we ask that your group use the drinks / concentrates already at the church. The meal coordinator will let you know if a dessert is needed.
2. Please keep a record of the volunteers names, time spent preparing the meal, and approximate value of meal and leave this list in the logbook.
3. The Meal Coordinator will be advised of the number and ages of the guests as well as any allergies. We do not have this count until the Friday before the week and it can change during the week. She will also include an estimate of any hosts which may also be eating with the guests.
4. Dinner will be served at 6:15 – 6:30 PM in Room 113 downstairs in the CLC by the glass doors. There is a full size refrigerator, microwave, coffee pot, toaster, and some dishes for re-heating in microwave. Please have as much of the meal brought in disposable containers as possible. This avoids having to get dishes back to the right people. We do keep clean empty plastic containers from various foods and plastic freezer bags for storage of leftovers. Coffee supplies, tea, milk, fruit juice concentrates, condiments, salt and pepper are available.

WHEN YOU ARRIVE

1. **Arrive at the church at 5:45 PM to set up for dinner.** Be sure that there will be two hosts from your group that will stay until the Evening/Social Hosts arrive at 7:00 PM.
2. Put on a name tag and sign-in at the logbook in the Female Host Room. (Room 127)

SETTING UP

1. Make sure the tables are clean and chairs set up in the dinning area.
2. Prepare fruit juice from concentrates, Kool-Aid and tea, if desired. Supplies for these items are in the cabinet above the sink or on the left end of the serving tables. Set up the coffeepot for after dinner coffee.
3. Make sure there are enough paper plates, napkins, plasticware, and straws at the right end of the serving table. Extra serving utensils and hot mitts are in the drawer to the right of the sink.

4. Ice is located in bags in the refrigerator. Ice can be retrieved from the ice machine in the main kitchen upstairs. The combination to the kitchen is: press 1, then 3, then 5, and lastly 2 and 4 *at the same time*.
5. The table farthest to the left of the refrigerator is reserved for items for lunches- snacks, juice boxes, etc. as well as cereal for the morning. There should be a black plastic covering over this table to remind everyone not to eat snacks before supper and that children MUST get permission from their parents for these items.

SERVING THE MEAL

1. Plan to serve the meal when the majority of the guests are ready, usually between 6:15 to 6:30 PM. The time may vary a little, depending on when the guests arrive from the day center. Guests riding the shuttle usually arrive about 5:45PM.
2. Have a blessing to return thanks for the food at the start of the meal.
3. Join the guests at the table for dinner. One Tip: Guests usually go through the serving line and are seated first. Sometimes this causes guest/host segregation at the meal tables. To get around this, you may want to reserve your chair ahead of time by putting your drink at the table, or hanging a sweater or jacket on the back of the chair.

AFTER THE MEAL

1. Guests should clear their own places and clean up after their own children. The hosts are responsible for cleaning up after themselves and their own children, also. Tip: WIHN guest guidelines require that the guests have their children supervised at all times. Hosts should observe this rule as well by supervising their own children.
2. Serving dishes can be washed in the sink if small or taken to the old kitchen for cleaning. Dishwashing liquid and sponges are in the cabinet below the sink in a plastic crate.
3. Leftovers may be stored in the refrigerators in the dining area or in the old kitchen refrigerator, marked WIHN. Encourage guests to make lunches using leftovers or the luncheon meats/fixings from the refrigerators and snacks/juice boxes at the left end of the serving tables.
4. If the trash can is getting full, please take the trash out to the dumpster behind the CLC. Replacement bags are under the sink. If you are not able to take it out, please leave a note under the church office main door and ask for removal.
5. If a guest is going to be late in arriving for dinner, they can fix their own plate from leftovers and heat it in the microwave. Sometimes they have already eaten: therefore we do not fix a separate take-out plate. Experience has shown that much of the food is wasted when someone else prepares a plate.

6. Be sure the coffeepot is emptied and turned off.
7. Remove the black plastic cover off of the other table for guests to prepare their lunches. More snacks, juice boxes, etc. are available in the closet in the Female Host room. Please only put out a few of each item at a time rather than the whole box to help the supplies last.
8. **Please stay until the Evening/Social Hosts arrive at about 7:00PM.** We must have a volunteer present with the guests at all times.

BEFORE YOU LEAVE

1. Let evening hosts know about late arrivals, location of leftovers, etc.
2. Record your volunteer hours in the logbook and make any required entries. Leave the copy of the meal planning sheet with the food preparation time, etc. in the logbook.
3. Make any necessary calls to the coordinators to inform them of needs, like more milk, too much bread, or out of trash bags.

Primary Coordinator _____ Phone# _____

Meal coordinator _____ Phone# _____