

CHRISTIAN COMMUNITY SOUP KITCHEN

Guidelines for Operation

(updated 2/09)

Purpose: a network of local churches will provide a Saturday meal year round for 40-60 needy people who live in the area.

Location: Park Place Congregational Church
71 Park Place, Pawtucket, RI

Hours: Saturdays, 4:00-5:00 PM. All meals are served in the large hall.

Participating churches:

Barrington Congregational Church
Four Corners Community Chapel
Hispanic Evangelical Church
Newman Congregational Church
Park Place Congregational Church
St. James Lutheran Church
Seekonk Congregational Church
St Matthew Trinity Lutheran Church

Donations: Each participating church is asked to make a donation annually to cover cost of purchasing paper supplies, utensils, coffee, etc. (Suggested donation: \$100/year. Checks payable to Carolyn Lake, Treasurer, Newman UCC Church, 100 Newman Ave., Rumford, RI 02916.)

Rules: No smoking, foul language or alcohol allowed in the dining room. Unruly behavior or discourtesy to guests or volunteers will not be tolerated. Bathroom next to kitchen is available to guests. Treat the Soup Kitchen participants with courtesy and respect. Always refer to them as our "guests".

Roles

Each of the participating churches prepares food, sets up, serves and cleans up on designated Saturdays on a rotational schedule. Food should be prepared ahead of time. Large electric heating pans are available to keep food hot, also large microwaves. Church does not allow cooking at site.

- **Soup Kitchen Secretary/Coordinator** (currently Stephanie Sullivan, Newman)
 - Sends out schedule, prepares reports, as needed
 - Coordinates meetings, and troubleshoots problems.
- **Local Coordinator** (Each church selects a local coordinator and an alternate)
 - Recruits volunteers for each designated date to cook, set up, serve and clean up.
 - Picks up donated bag of rolls at Luzitania Bakery (across from Dunkin Donuts, last store in strip.)
 - Serves as contact, represents church at Soup Kitchen meetings
- **Treasurer:** (currently, Carolyn Lake, Newman)
 - Receives donations, maintains budget.
- **Purchaser:** (currently Lorraine Keeney, Barrington)
 - Purchases supplies, maintains inventory

Responsibilities

Each church is responsible for its scheduled Saturday: If a church must switch dates due to an emergency or unforeseen conflict, please notify the Soup Kitchen Coordinator immediately.

- **Suggested menu:** *(plan on 50-60; more attend at end of month, less at first of month)*
 - **Sept. - May:** Main dish in large pans, rolls, salad or vegetable, fruit, cookies/cake. Bring a tub of margarine for bread (optional).
 - **Summer:** Hot dish or sandwiches, green salad, fruit, cookies, cold drinks, coffee?.
 - All meals are served in the large hall.
 - Soup Kitchen provides: coffee and cold drink mix, paper goods, styro plates and bowls, gloves, eating utensils, garbage bags, cleaning supplies.
- **Donated Bread:** pick up rolls at Luzitania Bakery (located across from Dunking Donuts). Rolls are also available in summer.
- **Set up:** *(Park Place volunteer will be there to open up at 3 and welcome guests)*
 - Plan to arrive by 3 PM to allow time to set up. Supply cabinet key is in the plastic container on top.
 - Make coffee and fill cold drink container or pitchers ***(A new cold drink container is being purchased – use large pitchers temporarily)***. Place on table in dining room.
 - Put on tablecloths (stored on top of our supply cabinet)
 - Set 10 settings on each table with utensils and napkins (or roll up napkins and utensils)
 - Put out a small bowl of sugar and creamer on each table, also salt and pepper shakers
 - Distribute chairs around tables
 - Cut bread in half and butter (optional)
 - Set up serving area in kitchen. Only certain outlets work – PP Volunteer will show you.
 - Put garbage bags in trashcans.
- **Serving:** At 4 PM. welcome guests and invite them to be seated.
 - Guests may wait inside during cold weather.
 - Lead a short prayer/grace or ask one of the guests to do so. *(optional)*
 - Servers must wear plastic gloves.
 - Fill plates in kitchen and take to tables on trays to serve the guests.
 - Guests may come to window for seconds, hold off until at least 4:20 for late comers.
 - Pass desserts about 4:20. Do not put dessert out for self-service, some are greedy.
 - Guests may take extra food home for themselves or family member. Use Styrofoam or plastic containers or cover the plates with plastic or foil.
 - *Ask guests to throw their trash in barrel before they leave. Several like to help with clean-up – we like to encourage this!*
- **Attendance:** Count guests and record on clipboard in kitchen or supply cabinet.
- **Clean Up:**
 - Clear and wipe tables with soapy water, let cloths dry. Fold up tablecloths and store on top of supply cabinet. Tables and chairs may remain in place.
 - Sweep floor in dining room and kitchen
 - Put away serving utensils, extra paper goods. Pour sugar, creamer back in large containers. Lock the cabinet, put key in the plastic container on top.
 - Notify Lorraine Keeney or Stephanie if any supplies are running low.
 - Wash and dry anything you used, be sure kitchen is left neat and clean.
 - Wash out coffee, cold drinks container. Put beside supply cabinet.
 - Bag trash and put in barrels outside. Plastic, glass can go in recycle bins.
 - Volunteer from Park Place will lock up, check lights.
- **Cancellation:** The Soup Kitchen will be cancelled if there are more than 4 inches of snow in Pawtucket. Contact the Soup Kitchen Coordinator for information.