

Preliminary Work for Serving Lunch

If ordering sandwiches from a restaurant:

-Try to order them 2-3 weeks in advance so they can schedule their workers

One or two Sundays before serving:

-Put your serving list on podium in hallway on women's side

Sunday before serving:

-Take towels home to wash (they are in 2 kitchen "drawers" on the islands)

Week leading up to serving:

-Call or email people to fill up serving list (no need to find coffee maker)

-Ask people to come early Sunday morning to help prepare food

-Ask 5-6 people to stay out during morning church

-Dishwashing area is taken care of, family members are encouraged to sign up on the paper that is on the door near that area

-Milk is delivered on Thursday or Friday each week

-Order/purchase/make food to fill 72 trays (put more food on men's trays)

Supplies to purchase:

-Ziploc bags for leftover sandwiches

-72 paper plates if serving stacks of meat and cheese

-Foil for hot sandwiches

-72 plates/bowls for side dishes if not using glass bowls

Please contact people serving before you for numbers, but here is pre-Covid normal:

-Will need 72 dozen rolls/cookies/bars

-If they are all small items, then more will be needed

-If you get mostly big donuts, order less

-We use 72 trays – 6 tables with 12 trays per table

-You will need 60-64 dozen sandwiches

-Put 11 sandwiches per tray on men's side and 9 on women's side

-Notes for serving hot sandwiches are in notebook under convection oven.

Saturday Jobs for Giving Dinner

- Put towels back in drawers by sinks. Put large bath towel in drawer beside W sink.
- Put 4 dishcloths & 12 towels in cupboard in men's dishwashing area.
- If you are serving meat/cheese separate, you can count you stacks on Saturday and put them on a few trays. Cover trays completely with plastic wrap and put in refrigerator.
- If purchasing sandwiches, confirm order with restaurant. If Subway, take them 14 tubs.

Set tables:

- Set coffee cups/glasses every other on all tables & set napkin by each one. Napkins are in cupboard in W island.
- Set condiment holders by their labels, make sure each one has three (3) teaspoons. Teaspoons are kept in plastic container in cupboard to the left of the E island sink.
- Set dishrag and towel for each waitress under each table.
- Put 3 silver potholders out for coffee – set two (2) coffee cups beside potholder on curve. Move trays around if needed to fit these on top of table. People need them to serve themselves from the end coffee pot. DO NOT put these ups under the table.
- Each table need 6-10 saucers and 4 sippy cups underneath.
- If serving meat and cheese on separate plates, you can lay your plates on tables with forks.
- Each table has 3 places where you need to put clean cups/glasses. Numbers needed at each table are listed in each area under the tables.
- If serving pickles or meat/cheese separate, lay forks out for these today or tomorrow.
- Put all cup & glasses out** (except 72 glasses that need filled with ice and water Sunday morning).
- After you set the tables, put all empty containers for glasses/cups back in the cupboards. Make sure the cray containers are stacked consistently – glasses carts vs cup carts.

Fill 15 milk pitchers and cover with plastic wrap to keep out black specks that fall from shelves.

- Check expiration dates on milk and use the oldest milk first.
- Pitchers are in drawer to the right of refrigerator.
- Plastic wrap is in cupboard to the right of the west stove.
- Put covered milk pitchers back into MILK refrigerator.
- Deliver ½ gallon milk to baby room refrigerator and set 6 glasses on their counter.
- Garbage bags are kept behind garbage cans under the sinks. Extra ones are in back pantry and in janitor closet.

WHY do I do this on Saturday and why is it so important how we handle milk?

- This gives the pitchers time to chill.
- We get complaints of warm milk if the milk isn't properly handled.
- Keep in mind, that every time the refrigerator is opened, it warms it up.
- We do not serve milk at the tables in jugs because we can't add cold milk to the jugs.
- The milk carrier can use jugs to take milk to the table.
- Thank you for your cooperation.

Contact kitchen trustee if milk refrigerator isn't between 38-40 degrees. Temperature dial is on the front of door. Kitchen trustee's name is listed on the refrigerator at church.

Suggested Timeline for Sunday Morning

8:00 – 9:00: Make sandwiches – put them in tubs from under tables, cover and put in refrigerator.

9:00: Fill 72 glasses: to the top with ice, then add water (4 sets of 3 per table).

Fill 14 water pitchers to the top with ice, add water. Put on lids & deliver to tables.
(Water pitchers have amber rims and are kept to the left of the coffee maker.)

9:15: Fix baby room tray with plenty of non-messy treats & 10 sandwiches.

Fill 72 parchment lined trays, put on tables. Please wear gloves from pantry shelf.

9:45: If coffee maker hasn't arrived, please find her. (The list of coffee makers is taped inside the cabinet beside the coffee maker.)

10:20: Put sandwiches/meat and cheese stacks on trays.

10:30: Deliver food tray to baby room.

Fill 12 gray buckets with HOT soapy water and deliver to tables.

Hot water for tea can be taken to tables since pitchers are insulated.

When first minister sits down:

-If serving bread separate, put pre-counted stacks on roll trays.

-Take coffee to tables when coffee maker fills the pots.

Milk is taken to tables LAST:

-Take out to tables during or after last prayer.

-3 pitchers on ALL men's tables and 2 on women's tables.

During noon hour: Have 1 or 2 people moving food around as needed.

11:30 – 12:00: Put away food and clean up kitchen.

Extra milk: Unopened milk can be used the following week. Please leave no more than 2 gallons. Take home all opened gallons.

Sandwich Info: (contact a couple weeks prior to serving)

Gondolas/Subs

Avanti's: (Pekin 346-3400) Have them cut sandwiches into 6 pieces. Plan to pick up around 9:30 Sunday, so you can just set the boxes on the counter until time to set out on trays.

LaGondola: (Bartonville 697-1819) will make and deliver them Sunday morning.
Owner's emergency numbers: 645-1049 or 369-4058.

Subway: (925-7600) Have them cut the foot-long sandwiches into 5 pieces. Take them 14 large gray tubs on Fri/Sat for them to put sandwiches in.

If Serving Meat/Cheese/Bread Separately

Meat & Cheese: You can get just about anywhere, but here are some common places.

Beecham's: (925-3132) Usually meat is sliced on #7 for sandwiches. They will count your ham and cheese into the number of pieces you want per stack.

GFS: (693-0436) if paper come between the cheese, it is handy to leave in for serving.

Schnuck's: (347-6757)

-All meat/cheese slicers are not the same, so the number you select for thickness may differ place to place.

-Amounts to order vary week to week and will also depend on the size of your bread. Please check with a few people who served before you to get a better idea on numbers.

Bread: You can get just about anywhere. The size of the loaf may vary from store to store.

Walmart: (Pekin 353-1123) (Morton 263-7898) Carries a pre-sliced French bread, with 28 slices per loaf.

-You may need a few extra people back in the kitchen to help put bread out on trays. This is typically done last minute, so it doesn't dry out.

Guidelines for Sides (notes from people who have served these items)

Sweet Pickles: Bought 2 gallons, had ½ gallon left.

Pringles: 26 cans super stack, had 4 cans left.

Carrots: Bought 10lbs, had 2lbs left.

Fruit:

Oranges: If only serving sliced oranges, you will need 6 oranges per table (6 plates/table). Purchase your own plates.

Strawberries: bought 38lbs, had 5lbs leftover

Grapes: If only serving grapes, figure 4lbs per table (9 bowls/table). It is helpful to wash fruit the day before serving.