



## **FFH Meal Preparation Responsibilities (Updated 12-02-16)**

All volunteers are required to fill out an online background check prior to volunteering with FFH. Volunteers will receive an email with the background check link to fill out before the hosting week. The E-Registration is easy to fill out and once registered a list is formed so you only need to sign up once. If you get to host week without having done the background check, please let a coordinator or point person know and they will help you get signed up.

By the time you arrive with your meal, you will have been notified of any guest food allergies and the approximate number of people to prepare for. Please know that sometimes the meal numbers change without forewarning.

Please arrive at the church around 5:30 p.m. to serve dinner between 6-6:30 pm. You may need your key to get into the church. **Please sign in the green FFH book in kitchen.** Greet the families if they are arriving. The evening hosts should arrive at 5:00 p.m. and assist with setting up tables/chairs, buffet line and drinks.

You are welcome to use the kitchen as needed to prepare your meal, including drinks (preferably milk, water, lemonade or iced tea). As a precaution, FFH policy is to place all hot dishes in the oven on 350 for 15 min. Set up the food /buffet line so you can serve guests from the kitchen. Use plastic gloves when serving. The children are not to be in the kitchen unless helping with meal prep and serving.

On Wednesday nights, the meal planning will be for the congregation and guest families. You may be helping a group serve dinner that night. Remember that only during the August rotation, OSLC has no congregational meal and Wednesday night meal planning is just for guest families and volunteers.

Once the meal is prepared and served, please enjoy fellowship with the families and volunteers. When this is complete, assist the evening hosts with clean-up of the kitchen and fellowship hall, which may include vacuuming. (All should help and are encouraged to clean up, including the families.) **Please take any leftovers home with you.** We don't have the refrigerator space for leftovers.