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SATURDAY OPEN DOOR HANDBOOK

Welcome to the Saturday Open Door Ministry! We welcome you as a volunteer in sharing this life-enriching experience with God. Thank you for becoming part of a partnership between University United Methodist Church, many community and church individuals and organizations, and many homeless (or nearly so) participant volunteers.

This handbook describes both the overall picture and the details of each component of the Ministry.

I. MISSION

The Saturday Open Door Ministry commits to the following:

- Drawing on the inspiration in Matthew 25:31-46, we will feed the hungry, give drink to the thirsty, give clothing to the naked, and welcome the estranged.
- In doing so, we know that when we meet the needs of the least of these, we are rendering such a service to Jesus Christ himself. Indeed, this work is an encounter with the divine, and we are not complete as human beings unless we are personally involved in such a service. Therefore, we seek to draw others into this work.
- But it is more than simple delivery of needed services. To welcome those in need means to see them, to see in their faces and their condition the image and likeness of God and the integrity of their goodness in creation. We will welcome them, greet them, and host them, giving to them all the dignity that God gives to all of God’s creation.
- We will develop and nurture the human and community relationships, especially those beyond the immediate UUMC community, that make this a vital ministry to UUMC but also to the needy and impoverished persons of Austin whom we serve, and who serve with us. Thus we will seek to increase the resources upon which this ministry rests, including volunteer, food and equipment, and financial resources.

II. OVERVIEW OF OPEN DOOR

There are three Open Door groups that report to the Executive Committee:

1. Saturday Coordinators
2. Brunch
3. Fig Leaf Store

Schedule is:

1. Brunch preparation starts at 7:00 a.m. Brunch is served from 9:00-10:15. Serving line remains stocked until 10:15. It is broken down at 10:15, and to-go boxes are served as needed after 10:15.
2. Front door is locked at 10:30. Guests leave Fellowship Hall by 10:30. Church clean-up is completed by 12:30.
3. Fig Leaf Store is open from 9:00-10:15.
4. Hospitality service is provided from 9:00-10:15.

Shift times are:

1. Saturday Coordinator 7:00-11:30
2. Set Up Team Leader and Team Members 7:00-9:00
3. Kitchen Team Leader and Fellowship Hall Team Leader 8:00-10:30
4. Clean-up Team Leader 9:30-12:00
5. Brunch A Team Member 8:15-10:30
6. Brunch B Team Member 8:15-11:30 or until done
7. Fig Leaf Store Manager 8:30-11:00
8. Fig Leaf Store Team Member 8:30-10:45

III. BOARD

The Board consists of the following positions:
1. Chairperson—Karla Pfeiffer
2. Vice-chairperson—Wanda Evans
3. Brunch Liaison—Geoffrey Kay
4. Fig Leaf Liaison—Suzanne Rabb
5. Open Door Coordinator—C. L. Evans
6. Open Door Coordinator—Will Hyatt
7. Guest Volunteer—Rhea Merritt
8. At Large Member—Samantha Champion
10. Financial Liaison (Fig Leaf)—Paul Trejo
11. Communications Leader—Gay Goforth
12. Staff Liaison—Rev. John Elford

The Board has these responsibilities:
1. Provides long-range and strategic planning for the Open Door ministry.
2. Establishes policies to implement plans.
3. Evaluates whether the ministry is following the Mission Statement.
4. Proposes and reviews budget.
5. Oversees operational issues of the ministry.
6. Responds to financial and volunteer needs.
7. Provides for special programs such as Christmas, holidays, and special services.
8. Serves as liaison to the rest of UUMC.

IV. EXECUTIVE COMMITTEE

The Executive Committee is a subset of the Board. It consists of the following positions:
1. Chairperson
2. Vice-chairperson
3. Brunch and Financial Liaison
4. Fig Leaf Liaison
5. Open Door Coordinator
6. Open Door Coordinator
7. Staff Liaison

The Executive Committee has these responsibilities:
1. Periodically requests and review budget reports from Brunch and Fig Leaf Store programs to assure budget objectives are met.
2. Meets when the Board cannot meet, and a decision needs to be made quickly.

**NOTE TO ALL:** Non-food purchases over $50 must be approved beforehand by a majority of Executive Committee.

**V. STAFF LIAISON**

A pastor of UUMC coordinates between the staff of UUMC and the Open Door Board.

**VI. PURCHASES AND REIMBURSEMENT**

Anyone making a purchase from Open Door-related operating or designated funds must follow the purchasing policy and procedure in this section.

1. **Pre-approval required for purchases:**
   a. Any person not on the Board must contact Karla Pfeiffer, Chairperson, before making any purchase.
   b. **Pre-approval by e-mail** of four of the seven Executive Committee members is required for purchases of more than $50 (Open Door and Fig Leaf) or more than $100 (Century Club).
   c. **No pre-approval** is needed for routine food or paper goods purchases for Open Door programs, monthly arranged Fig Leaf clothing purchases, or monthly purchase of bus passes.
   d. **No pre-approval** is needed for purchases of $50 or less from Open Door or Fig Leaf operating or designated funds.
   e. **No pre-approval** is needed for purchases of $100 or less from the Century Club designated fund.

2. The Executive Committee is composed of: Karla Pfeiffer, Wanda Evans, C. L. Evans, Will Hyatt, Geoffrey Kay, Suzanne Rabb, and John Elford.

3. Purchases will be discussed in connection with the financial report at each monthly Open Door meeting.

4. Requests for reimbursement must be pre-approved when necessary (per above policy), and are then submitted to the UUMC Finance Manager (Cindy Reeves) in a timely manner.

5. Receipts must be original. Each original receipt/s must be accompanied by a green reimbursement form found in the church office. On that form you will include:
   a. Date of purchase
   b. Amount of purchase
   c. Who is being reimbursed
   d. What was purchased

6. Complete the form. You do not need to enter the account number or the exact account name.

7. Put the request form and accompanying original receipt/s in the mailbox of Cindy Reeves, Finance Manager, in the main office of the church. Keep a copy for yourself.

8. Open Door must approve all reimbursements before they can be processed. Upon approval of the Open Door Board financial liaison, a check will be processed for you. Please allow 5-10 business days after approval for a reimbursement check. Generally, checks are processed for approved requests on Wednesdays.

**VII. DURING-THE-WEEK OPEN DOOR JOBS**
A. OVERVIEW--BRUNCH INVENTORY AND SHOPPING

1. Each week, Open Door Ministry buys about 30 food and non-food items to serve brunch to guests. These items are purchased at Costco, Restaurant Depot, and HEB.
2. The total job is split into one inventory and three shopping groups, with each person doing these functions once or twice a month. Collectively, these people (inventory and shopping) are called the “Shopping Team”.
3. Food items include milk and orange juice, hot and cold cereal, ingredients for quesadillas (tortillas, ground beef, canned refried beans, grated cheese, canned Ro-Tel tomatoes), and canned fruit. Non-food items include compostable plates and bowls, napkins, foil, cleaning liquids, and disposable gloves.
4. The menu does not change, so the same items are used each Saturday. The job of the Shopping Team is to get all the right items in the right quantity to the UUMC kitchen so they are available on Saturday.
5. Shopping for Open Door Brunch is divided between four groups: (1) Inventory Taker/Shopping List Distributor; (2) Costco Shopper; (3) HEB Shopper; and (4) Restaurant Depot Shopper.
6. Delivery: The shopper delivers the purchased items to UUMC. A black church cart may be loaded and used with the elevator to take items to the kitchen from the car. A few items have special placement protocols for reasons of food safety, waste avoidance, or ease of preparation. For example, a certain number of frozen orange juice containers are placed in the refrigerator so that they will be thawed by Saturday, and the previous week’s unused milk containers are labeled for first use on the next Saturday. Other examples: Health Department requires meat to be stored on the bottom refrigerator shelf, to avoid leakage onto other food; Health Department requires cleaning supplies to be on a different shelf than food items or food storage items.
7. The first person to place purchased items on the countertop near the microwave needs to clean the countertop with True Grit spray cleaner.
8. At the end of each put-away session, each shopper needs to use True Grit to clean the metal work tables that have been used.
9. Placement in Church Kitchen or Fellowship Hall: These are places groceries and supplies may be placed or stored in the church:
   a. Refrigerator or freezer
   b. Counter top, usually to right of microwave
   c. Cabinets in laundry room, excluding the top left quadrant–these belong to Early Childhood Center
   d. Two drawers labeled “Open Door Supply” at top of stairs
   e. About 1/5 of the bottom shelves on the metal work tables
   f. The rightmost cabinet in the Fellowship Hall by the entry door
   g. Spice drawer
10. Note to all: Non-food or cleaning supply purchases over $50 must be approved beforehand by a majority of the Executive Committee.

B. INVENTORY TAKING/DISTRIBUTION OF SHOPPING LIST
The Inventory Taker/Shopping List Distributor takes inventory on Sunday, Monday, or Tuesday, and sends shopping lists to the shoppers scheduled for Costco and HEB before Wednesday evening. There are Google Docs spreadsheets available to record inventory, compute amounts needed, and record the shopping lists.

1. DETAILS OF FINDING AND RECORDING INVENTORY ITEMS
**Section to be revised later**

a. The inventory spreadsheet has four columns:
   - Item name
   - Amount required to be on hand for a Saturday
   - Amount needed
   - Amount to be purchased

b. Items (food and non-food) are kept in the following locations: Refrigerator, freezer, Open Door Supply Cabinet, spice drawer.

The inventory taker goes to each location to check the items, and uses the spreadsheet to record needed quantities.

c. **Inventory Items From Costco**

1) **Onions**—None are ever left over, so they are always added to shopping list.
2) **Hard-boiled eggs**—If there is a partial box, count that box as zero, and buy enough boxes to make six full boxes.
3) **Tomatoes**—If the whole pack is left over and the tomatoes look fresh, there is no need to buy more.
4) **Spinach**—Always put this on the shopping list, even if a whole bag is left over. We can’t count on quality by Saturday.
5) **Mixed greens**—Always put this on the shopping list, unless the plastic carton is unopened and they appear fresh.
6) **Ziploc bags, gallon and quart**—If only three containers remain, buy another big box. A big box contains several smaller boxes.
7) **Frozen vegetables**
   a) **Mixed style**—Four bags should be available for the 1st, 3rd, and 5th Saturdays.
   b) **Normandy style**—Four bags should be available for the 2nd and 4th Saturdays.
8) **Yogurt**—Usually all four cartons are used, but occasionally a carton or two might be left over. Buy enough to have four.
9) **Milk**—We want to have at least 18 gallons, but less than 20 gallons. Count the number of gallons present, divide by two, ignoring any remainder, subtract the result from nine, and buy that number of two-packs.

   Example: If there are 5 ½ gallons left over, dividing by two results in two. Subtract two from nine to equal seven. So we would buy seven two-packs. This is important because that is about all the space we have for milk in the refrigerator.
10) **Shredded cheddar jack cheese**—Item is sold as two bags per pack. We need three bags. If there is one bag in stock, order one two-pack so we will have three bags. If there are no bags in stock, order two two-packs so we will have four bags. Usually one will be saved for the next week.
11) **Oatmeal**—From October to April, oatmeal is purchased for the 2nd and 4th Saturdays.
12) **Cold cereal**
   a) **Cheerios**—Left over cereal will be in the Open Door Supply Cabinet, either in a box or just a bag. Cheerios are sold as two smaller boxes joined to make one big box. We
always need close to a big box. If we have left-over Cheerios, order a box so we have a box plus some.

b) **Cinnamon Toast Crunch**--Frequently a box or partial box is leftover. We want to have a minimum of three or four boxes, so that the total of the three dry cereals (Cheerios, Cinnamon Toast Crunch, and Honey Bunches of Oats) equals approximately eight boxes.

c) **Honey Bunches of Oats**--Same as Cinnamon Toast Crunch. We need three or four boxes, so that the total dry cereal is about eight boxes.

13) **Coffee**--Usually there is very little or none left over. We need two **full** cans.

14) **Spices other than salt**--Garlic powder, chili powder, cumin, black pepper. Buy if there is only about one-fourth or one-third of a jar remaining.

15) **Sugar**--If one of the red-topped plastic sugar containers is empty, then buy one package of sugar. The sugar containers are on the right side of one of the shelves of the upper portion of the Open Door cabinet. The empty container will almost always be behind the partially full container. If the two containers are both partially full (not usual) then estimate if combined they would result in less than one full container, and if so buy another package.

16) **Soy sauce**--Buy when only one-third of a container remains. Check for a full container in the cabinet.

17) **Canola oil, two-pack**--Check the refrigerator and the Open Door Supply Cabinets for canola oil, because it comes as a two-pack and one container is usually put in the lower ECC cabinet. It’s always a good idea to give this cabinet a check.

18) **Pace picante sauce (salsa), two-pack**--Occasionally one jar will be unused, but unless there are two jars in stock, order a new two-pack. If there is a jar in the cabinet and a mostly-full jar in the refrigerator, then there is no need to order a two-pack.

19) **Raisins**--The box of raisins holds two bags. Sometimes a bag is not used, or mostly left over, and is either in the back cabinet (unopened) or in the refrigerator. If we have close to two full bags, we don’t need to order a new box.

20) **Flour tortillas (40 in bag)**--None are ever left over. Always order six bags.

d. **Inventory Items From HEB**

1) **Hand sanitizer**--Located on bottom shelf of right Open Door Supply Cabinet. Need on hand at least two large full bottles.

2) **Baking soda (plastic container)**--Located on counter near the dishwasher. Buy one when only half remains.

3) **Napkins**--Need one pack of 500, plus about a quarter of a pack. Look for leftover napkins in the cabinet to determine whether to buy two packs or just one. If there is not at least a quarter of a pack in the cabinet, buy two packs.

4) **Tru Grit spray cleaner**--Located on bottom shelf of right Open Door Supply Cabinet. Check to see how full they are. Five fairly full containers is the goal (in order to have several bottles that several volunteers can use simultaneously).

5) **Brown sugar**--There may be some in the cabinet. Check to see how full they are. If they equal about two containers, there is no need to buy more.

6) **Dry coffee creamer**--Almost always, we need to order three.

7) **Bottled water**--We probably need to buy a pack of 15 every week.

8) **HEB salt**--We need one full and one partially full round box. They might both be in the spice drawer, or the full one might be in the cabinet.
9) **Granola bars**--Located in the cabinet on the second from top shelf, back left corner. When there are less than five bars, buy another carton.

10) **Grits**--Almost always, all boxes are used, so eight boxes are almost always ordered.

11) **HEB ground beef**--Used in quesadillas. Buy every week.

12) **Salad dressing, large**--Try to switch back and forth when possible between Ranch and Italian, but if there is a fair amount of one flavor in the refrigerator, stick with that one.

13) **Orange juice**--The Restaurant Depot (RD) shoppers will always try to have a multi-week supply of quart cardboard boxes of frozen orange juice concentrate in the freezer. However, sometimes this product is not available from RD. When you take inventory, if there are fewer than 10 cartons of RD OJ in the freezer, it means the RD shoppers have not been successful in buying it for at least a couple of weeks. You won’t know if the RD shoppers will succeed before the next Saturday brunch. So, if there are not at least 10 quart cardboard cartons of OJ in the freezer, put 16 containers of OJ on the HEB shopping list. (If the RD shoppers are able to buy more OJ, we will still at some point use the HEB OJ.)

2. **DETAILS OF DISTRIBUTION OF SHOPPING LISTS**

   *To be written later*

C. **COSTCO**

1. **DETAILS OF COSTCO SHOPPING**

   A master list of items from Costco is found in an appendix to this Handbook. Items may change somewhat over time.

   Use a flat hand truck at Costco. You might take your own boxes--Costco always has boxes, but they may not be an appropriate size.

2. **DETAILS OF PUT-AWAY--CLEANING OUT AND PREPARING REFRIGERATOR**

   a. After purchasing the items from the Costco shopping list, the first or last thing to do when you arrive at church is to go in the office to make copies of reimbursement form and receipt, and place original form and receipt in Cindy Reeves’ mailbox.

   If the elevator is off (which it usually isn’t), ask staff to turn on the elevator, so you can use the black cart on the elevator to carry items from the car.

   b. **Refrigerator Preparation:**

      1) If there are gallons of milk from last Saturday that are not in cardboard boxes, and that already have a “bought X date” written in marker, throw these away (pour milk down drain, rinse jug, and place in blue recycle cart).

      2) Throw away any donations from Wheatsville Coop or other places that appear to be from last Saturday, or are undated or for whom source is not identified.

      3) Throw away any to-go boxes from last week, or unidentified food.

      4) If there are boxes with milk jugs, remove the jugs from the boxes. Mark these jugs “bought [one Thursday earlier]”--first, wipe flat area of jug a couple of times with dry paper towel to get rid of
condensation so marker will work. Write last Thursday’s date. Place these jugs in front of today’s new boxes of milk, so volunteers will use the leftover milk first on the coming Saturday.

5) If there is a box of left-over tomatoes, check it. Usually they are left over only one week (from last Saturday). If they look like they will be good in two days, put a name tag label on the box saying “Use first on X date [the next Saturday]”. If they don’t look good, throw them away into the compost trash.

6) If there is a leftover bag of spinach and leftover plastic container of greens, check them. Usually they are left over only one week (from last Saturday). If they look like they will be good in two days, put a name tag label on the bag and container saying “Use first on X date [the next Saturday]”. If they don’t look good, throw them away into the compost trash. Signs of not lasting two days are damp or wilted leaves.

7) The plastic shoebox holds small items that might tilt over and leak (e.g. especially canola oil dispenser, soy sauce). If such items aren’t in shoebox, put them in it.

8) SUMMARY OF ITEMS THAT MIGHT OR MIGHT NOT NEED TO BE DATE-MARKED BY YOU, WITH A NAME LABEL AND A MARKER: leftover milk, cheese reserved for a future Saturday, spinach, greens, fresh tomatoes.

3. DETAILS OF PUT-AWAY--WHERE ITEMS FROM COSTCO ARE PLACED
   a. Items from Costco are placed in these places: refrigerator, freezer, Open Door Supply Cabinet (right vertical column, and lower half of left vertical column), countertop usually to right of microwave, and spice drawer.

   b. Refrigerator: Place eggs on top shelf, towards the back.

   Save room on second from top shelf for canned fruit. Guests like this fruit cold. The cans are difficult and slightly risky to remove without falling if they are on the top shelf.

   Place six boxes of milk on bottom shelf, as far left as possible, so there is room on the right side of the bottom shelf to hold the long 10 pound tube of ground beef that the HEB shopper will deliver. (Health Department regulations require meat to be placed on the bottom of the refrigerator, so it doesn’t leak onto other food.)

   Remaining boxes of milk are placed on the next shelf up. Place leftover gallons of milk not in cartons (date-labeled with marker) in front of new boxes.

   Place box of tomatoes, spinach, greens, and yogurt on shelves.

   c. Freezer: Place packages of frozen vegetables on bottom of freezer, next to the orange juice. If not enough room, place vegetables on next shelf up.

   Move eight quarts of orange juice concentrate from the freezer to the refrigerator to thaw.

   d. Countertop (usually to right of microwave): Place all newly-purchased items on the countertop, including onions, oatmeal, cold cereal, soy sauce, one bottle of canola oil (from the two pack), both jars of Pace picante sauce, and box of raisins on the countertop.
Move any leftover cereal boxes that are in the Open Door Supply Cabinet to the countertop.

**Canola oil, soy sauce, salsa, and raisins:** If you didn’t buy any of these items today, then move any of these items that are in the Open Door Supply Cabinet from the cabinet to the countertop.

**If you bought canola oil:** It comes in a two-pack. Cut the connector. Place one in the Open Door Supply Cabinet, and one on the countertop.

e. **Open Door Supply Cabinet (right vertical half of east wall, and lower half of left vertical half):**
   Place coffee on left side of the second shelf from top.

   From top half of right vertical half, remove an empty red-topped sugar storage container from cabinet. Empty 10-pound sack of sugar into container. Put container back into cabinet.

   Zip-lock bags: Remove all new boxes of Zip-lock bags from their case. Put them into left side of shelf in the lower half of cabinet.

   f. **Spice drawer:** Place salt, pepper, chili powder, garlic powder, and cumin in the spice drawer.

D. HEB

1. **DETAILS OF HEB SHOPPING**
   A master list of items from HEB is found in an appendix to this Handbook. Items may change somewhat over time. Shopping for these items will not be further described in this section.

2. **DETAILS OF PUT-AWAY--WHERE ITEMS FROM HEB ARE PLACED**

   a. After purchasing the items from the HEB shopping list, the first or last thing to do when you arrive at church is to go in the office to make copies of reimbursement form and receipt, and place original form and receipt in Cindy Reeves’ mailbox.

      If the elevator is off (which it usually isn’t), ask staff to turn on the elevator, so you can use the black cart on the elevator to carry items from the car.

   b. Items from HEB are placed in these places: refrigerator, Open Door Supply Cabinet, spice drawer, and countertop usually to right of microwave.

   c. **Refrigerator:** Place ground beef on bottom shelf. (Health Department regulations require meat to be placed on the bottom of the refrigerator, so it doesn’t leak onto other food.)

      Place the two-pack box of butter, salad dressing, and Parkay squeeze margarine in refrigerator.
Canned fruit: Move enough large cans of fruit from the lower shelf of a metal work table to the second-from-top-shelf in the refrigerator, so there are five cans in the refrigerator. Guests like this fruit cold.

Orange juice: Sixteen cans of 16-ounce HEB brand frozen concentrate may sometimes be bought at HEB if Restaurant Depot doesn’t have quart cartons of frozen concentrate. If the HEB shopper arrives at the kitchen, and there are no cardboard quarts of concentrate already in the refrigerator, place the newly-purchased HEB cans in the refrigerator. If there are cardboard quarts of concentrate already in the refrigerator, place the newly-purchased HEB cans into the freezer (bottom shelf).

d. Open Door Supply Cabinet: Put these items in the Open Door Supply Cabinet: granola bars, hand sanitizer, True Grit, creamer, trash bags.

Move any leftover napkins from Cabinet to countertop.

Place hand sanitizer, True Grit spray cleaner, creamer, small trash bags, granola bars, and paper towels in Cabinet.

Hand sanitizer goes on right side of bottom shelf, in white storage bin. True Grit spray cleaner goes on bottom shelf. (Health Department regulations require that food or food storage items and cleaning items not be on the same shelf. Bottom shelf is for cleaning items.)

Paper towels and creamer go on the left side of the upper half of the Cabinet, on the second shelf from the top.

Granola bars go on the second shelf from the top, in the far back corner.

e. Countertop (usually to right of microwave): Place water, grits, brown sugar, and napkins on countertop.

Brown sugar: Check in the Open Door Supply Cabinet to see if there are some jars of brown sugar there. Some may be only partially full. Place the equivalent of two full containers on the countertop. This may mean you pull two partially-full containers from the Cabinet, add one new container, and place all of these on the countertop. Place any just-purchased containers in the Open Door Supply Cabinet if they aren’t needed to equal two full containers for the countertop.

f. Spice drawer: Place the new salt container in the spice drawer.

3. ITEMS TO BE MOVED FROM OPEN DOOR FELLOWSHIP HALL CABINET
a. Check to see if there is a jar of jalapenos 3/4 full in the refrigerator.
b. Take the key to the cabinet from the Open Door drawer at the top of the stairs. A long lanyard is attached to the key so that it can be easily spotted.
c. Take the key and a cart to the cabinet.
d. Unlock and open the cabinet.
e. A list of the items to be removed is attached to the inside of the door:
   i. 2 cans of refried beans
   ii. 4 cans of Rotel
   iii. 2 bags of plates
   iv. 3 bags of bowls
   v. 1 bag of to-go containers
   vi. 1 jar of jalapenos (unless there is a jar 3/4 full in the refrigerator)
f. Move the items to the cart.
g. Close and lock the cabinet.
h. Take the cart to the kitchen and place the items on the counter.
i. Put the key back into the Open Door drawer.

E. RESTAURANT DEPOT

1. OVERVIEW--FREQUENCY OF SHOPPING; INVENTORY METHOD

Two shoppers each shop once per month.

Shopper A shops for the 1st or 2nd Saturday of the month. Shopper B shops for the 3rd or 4th Saturday.

Shopping can occur on Monday, Tuesday, Wednesday, or Thursday. Frozen orange juice needs to be delivered to the kitchen, so shopping must occur during hours when the church is open--shopper should arrive by about 3:00.

Each shopper is responsible for a designated 9 or 10 items. Both shoppers shop for orange juice.

Items are stored in Fellowship Hall, Open Door Supply Cabinet, freezer, or bottom shelf of work tables in kitchen. Each item has a specific location.

At a minimum, enough of each item is maintained so that there is 6 week supply after the shopper delivers to the church. That supply will be partially used during the month, and then will be replenished by the shopper’s next delivery.

Some items have specific amounts that are purchased each month, because it is known how much of the item is used each week.

For other items (e.g. sweet and low, gloves, foil) a backup supply is maintained. When the shopper observes that the backup supply has reached a defined minimum threshold, then on the next shopping trip the backup supply will be replenished.

When necessary or convenient, the RD shoppers may trade weeks and items with each other.

For each item, the storage location and the purchasing plan are defined below. *To be expanded later*
2. DETAILS OF RESTAURANT DEPOT INVENTORY ITEMS

A master list of items from Costco is found in an appendix to this Handbook. Items may change somewhat over time.

Items bought at Restaurant Depot can be categorized as food items or supply items. They are often bought in cases, so as to save money.

a. **Food items**: canned refried beans, canned fruit, canned Ro-Tel tomatoes, individual salt and pepper packets, individual Sweet-n-Low packets, quarts of orange juice concentrate.

b. **Supply items**: wire scrubbers, 5.5 inch wood coffee stirrers, vinyl powdered gloves, thin poly gloves, 18 inch heavy duty aluminum foil, 10 inch three compartment compostable plates, 16 ounce compostable bowls, 8 inch three compartment compostable to-go boxes.

To be expanded later

3. DETAILS OF PUT-AWAY--WHERE ITEMS FROM RESTAURANT DEPOT ARE PLACED

a. After purchasing the items from the Restaurant Depot shopping list, the first or last thing to do when you arrive at church is to go in the office to make copies of reimbursement form and receipt, and place original form and receipt in Cindy Reeves’ mailbox.

If the elevator is off (which it usually isn’t), ask staff to turn on the elevator, so you can use the black cart on the elevator to carry items from the car.

b. Items from Restaurant Depot are placed in these locations: Fellowship Hall Open Door cabinet; Open Door Supply Cabinet in laundry room of kitchen; freezer; bottom shelf of metal work table.

c. **Fellowship Hall Open Door cabinet**

d. **Open Door Supply Cabinet in laundry room**

e. **Freezer**

f. **Bottom shelf of metal work table**

To be expanded later

F. REIMBURSEMENT AND BUDGET-TRACKING PROCEDURES FOR ALL STORES

1. First thing when you arrive at church: Go in the office to make copies of reimbursement form and receipt, and to ask staff to turn on the elevator.

2. Write “Open Door” and your last name at top of receipt. Circle total amount and date.

3. Get a green reimbursement form from the church office. Complete it, entering “Open Door supplies” for “account name” and “purpose”.

4. Make copy of the reimbursement form and the receipt for yourself.

5. Staple receipt to form.

6. Put the original reimbursement form with receipt in the office mailbox of Cindy Reeves, Finance and Operations Manager.
7. If you wish, keep a copy of your form with receipt for your personal records—this is optional.

G. SCHEDULER

The Open Door Scheduler schedules:
- Saturday Coordinators
- Team Leader and Team Members for Hospitality
- Team Leader and Team Members for Brunch A (Kitchen Prep and Service)
- Team Leader and Team Members for Brunch B (Kitchen Prep, Service, and Clean-up)
- Team Leader and Team Members for Fig Leaf Store
- Sorting sessions for Fig Leaf Store

H. STATISTICIAN

- Gathers the number of participants for brunch and Fig Leaf Store, and names of lunch volunteer groups after each Saturday Open Door. Maintains these records.
- Maintains weekly cost records for brunch food and supply purchases, and produces reports of costs as requested.

VIII. SATURDAY COORDINATORS

A. JOB DUTIES OF SATURDAY COORDINATORS

There are several Saturday Coordinators, and one to three may serve on a particular Saturday.

Coordinators strive to enhance the volunteer experience by encouraging all volunteers in their participation, and helping them understand various roles and opportunities to serve. Coordinators emphasize the importance of graceful and compassionate service with one another and with guests. Coordinators make sure all jobs are covered and tasks are done well.

The job duties below may be split between two or three Coordinators each Saturday.

Job duties are:

1. Serves as main contact or “go to” person for homeless/needy guests’ questions, situations, or disputes.
2. Serves as Set Up Team Leader when a designated Set Up Team Leader is not present.
3. Works with Kitchen and Fellowship Hall Team Leaders and Fig Leaf Store Managers to optimize Brunch and Clothing Store services for guests and volunteers.
4. Manages church building as it relates to Brunch and Clothing Store. (Coordinators have an E, C, and Elevator key.)
5. Reports Brunch and Fig Leaf Store numbers to Statistician.
6. Communicates significant events, activities, needs, and information to Executive Committee.

B. SHIFT TIMES OF PEOPLE WHO REPORT TO SATURDAY COORDINATOR
Saturday Coordinator 7:00-11:30  
Set Up Team Leader 7:00-9:00  
Set Up Team Member 7:00-9:00

C. CORE GUEST VOLUNTEER TEAM

1. About 10-12 guests who frequently and regularly volunteer on Saturdays form the Core Guest Volunteer Team. This number is the target number.

   The Core Team members are selected by, report to, and coached and counseled by the Coordinator Team. Behavior needs to be very good to remain on the Core Team.

2. Coordinators watch for potential Team Members, so that open slots can be filled quickly.

3. DUTIES
   a. Set up Fellowship Hall tables and chairs.
   b. Make coffee and orange juice.
   c. Set up and manage the parking lot coffee table operation.
   d. Assist in kitchen (as stove cook; cooking quesadillas; cutting up onions; receiving Wheatsville donations).
   e. Assist at front door.
   f. Assist with Clothing Store operations.
   g. Manage trash table and components.
   h. Assist with any other tasks requested (e.g. mopping; busing areas).
   i. Guest volunteers are expected to be present every week, give Coordinators advance notice if they can’t be there, be a team player with a positive attitude, and work with little or no direction or supervision. They serve as role models for regular guests.

4. BENEFITS
   a. 31 day bus pass for most
   b. Telephone minutes for several
   c. Christmas gift
   d. Preparation for jobs in the food service industry
   e. Respect from the Coordinator Team, which raises self-confidence

D. CHECK AND DO LIST FOR SATURDAY COORDINATORS

1. SERVES AS MAIN CONTACT PERSON FOR HOMELESS/NEEDY GUESTS’ QUESTIONS, SITUATIONS, OR DISPUTES
   a. Responds to and serves as point of contact for guest questions, recommendations, and concerns.
   b. Recruit new guest volunteers as part of the core group of guest volunteers.
   c. Assesses mood of guests in parking lot and Fellowship Hall to identify potential problem guests. Coordinates with other Saturday Coordinators for monitoring or action plan as needed.
   d. Deals with difficult guests using de-escalation techniques.
   e. Purchases Capital Metro bus passes once a month.
   f. Hands out 24-hour bus passes to the guests, at discretion of Coordinator.
   g. Issues 31 day bus passes to regular guest volunteers, and keeps a log of this.
2. **SERVES AS SET UP TEAM LEADER WHEN A DESIGNATED EARLY SHIFT TEAM LEADER IS NOT PRESENT**

   a. Assists with food preparation as needed, if there aren’t enough volunteers.
   b. Works with the guest volunteers as to their required tasks.
      1) Guest volunteers set up the table and chairs for dining plus the serving tables.
      2) They make coffee and set up the coffee table outside the building.
      3) They make orange juice.
      4) They set up the Recycle Station and prepare the mop bucket that is kept close at hand during serving.
      5) They check restroom several times, maintain cleanliness, and restock needed supplies.
      6) They monitor the parking lot, lobby, and hall areas throughout the morning.
      7) They operate the elevator for guests who need it.
         a) Volunteers operate elevator for guests who need assistance from 9:00-10:30. When escorting guests:
         b) If they are going to the fourth floor, escort them through the youth area to the door leading to the Fig Leaf waiting area.
         c) Lock the fourth floor door dividing the Fig Leaf Store from the student area immediately after transferring guests.
         d) When delivering guests from the fourth to the second or first floor, unlock the door leading from the youth area to the Fig Leaf waiting area.
         e) Before escorting guests to the second or first floor, again lock the entrance door before going to the elevator.
         f) When guests have been escorted and the elevator is no longer immediately needed, turn the elevator off by inserting key into the slot indicated above and turn key to the left. Doors should remain open. The light may be left on until elevator use is no longer needed.
         g) NOTE: There are two indicators for the first floor. The “one-R” indicator leads to the north entrance to the church. In the instructions below, the first floor actually refers to the “one-R” indicator.
         h) The elevator is secure or non-operable when the elevator doors on the first floor entry are open. To return the elevator to active use:
            i) Turn on light in the elevator by placing key in the slot on the north side of the west elevator wall (outside the elevator). Turn key to the left as indicated by the instruction notice near the key slot.
            j) Turn the elevator to the on position by placing the key in the slot on south side of the elevator doors (outside the elevator). Turn key to the right.

3. **WORKS WITH KITCHEN AND FELLOWSHIP HALL TEAM LEADERS AND FIG LEAF STORE MANAGERS TO OPTIMIZE BRUNCH AND CLOTHING STORE SERVICES FOR GUESTS AND VOLUNTEERS**

   a. Organizes and manages guest entry at 9:00 a.m.—children, women, disabled persons are first priority. This includes keeping families and significant others together.
b. Coordinates with Fig Leaf Store Manager to optimize flow of guests from Fellowship Hall to the Fig Leaf Store using walkie-talkies, and to ensure that Brunch and Store are opening and closing simultaneously.

c. Addresses the volunteers at Circle Time, about 8:55, to thank them, advise what’s going to happen, recognize new volunteers, identify the Team Leaders (including Clean-up Team Leaders who will come in later), and generally encourage the volunteers in their hospitality to guests.

d. Assures that everything is working smoothly and on time for guests and volunteers.

4. MANAGES CHURCH BUILDING AS IT RELATES TO BRUNCH AND CLOTHING STORE

a. Unlocks the church door at 7:00 a.m. or earlier to allow guest volunteers to enter.

b. Turns on the AC/HV.

c. Turns on the elevator, and sets it so it doesn’t go to the first or third floor. This requires a special key.

d. At end of morning, checks first and third floor doors to be certain they are locked.

e. Secures fourth floor:
   1) Makes sure no one remains.
   2) Makes sure restrooms are clean and locked.
   3) Makes sure women’s closet and attic are locked.
   4) Ropes off the college student area.
   5) Makes sure Fig Leaf area is clean, secure, and inspected.

f. Confirms that the second floor restrooms are cleaned, secured, and inspected.

g. Recruits guests to mop second floor and kitchen.

h. Stays at the church until all guests have left.

i. Makes sure the parking lot is picked up before leaving.

j. Checks with church custodian before leaving, if they are there.

k. Is responsible to church for maximizing security and cleanliness, and for reporting to the church known damage to the facility.

5. REPORTS BRUNCH AND FIG LEAF STORE NUMBERS TO STATISTICIAN

a. Makes sure a baggie containing Brunch tickets and the Fig Leaf Store tally sheet is either given to the statistician, or is placed in one of the two Open Door Supply Drawers at the top of the stairs, or in the Open Door Supply Cabinet.

6. COMMUNICATES SIGNIFICANT EVENTS, ACTIVITIES, NEEDS, AND INFORMATION TO EXECUTIVE COMMITTEE

a. Attends Board meetings, and reports significant information to Executive Committee or to Board.

E. PROCEDURES: SERVES AS MAIN CONTACT PERSON FOR HOMELESS/NEEDY GUESTS’ QUESTIONS, SITUATIONS, OR DISPUTES

1. Responds to and serves as point of contact for guest questions, recommendations, and concerns.

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   g. They operate the elevator for guests who need it.
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2. Turns on the AC/HV.

3. Turns on the elevator, and sets it so it doesn’t go to the first or third floor. This requires a special key.

4. At end of morning, checks first and third floor doors to be certain they are locked.

5. Secures fourth floor:
   a. Makes sure no one remains.
   b. Makes sure restrooms are clean and locked.
   c. Makes sure women’s closet and attic are locked.
   d. Ropes off the college student area.
   e. Makes sure Fig Leaf area is clean, secure, and inspected.

6. Confirms that the second floor restrooms are cleaned, secured, and inspected.

7. Recruits guests to mop second floor and kitchen.

8. Stays at the church until all guests have left.

9. Makes sure the parking lot is picked up before leaving.

10. Checks with church custodian before leaving, if they are there.

11. Is responsible to church for maximizing security and cleanliness, and for reporting to the church known damage to the facility.

I. PROCEDURES: REPORTS BRUNCH AND FIG LEAF STORE NUMBERS TO STATISTICIAN

1. Makes sure a baggie containing Brunch tickets and the Fig Leaf Store tally sheet is either given to the statistician, or is placed in one of the two Open Door Supply Drawers at the top of the stairs, or in the Open Door Supply Cabinet.

J. PROCEDURES: COMMUNICATES SIGNIFICANT EVENTS, ACTIVITIES, NEEDS, AND INFORMATION TO EXECUTIVE COMMITTEE
1. Attends Board meetings, and reports significant information to Executive Committee or to Board.

K. PROBLEM AND EMERGENCY RESOLUTION FOR ALL OPEN DOOR AREAS

The safety and security of all Open Door Volunteers and guests are of utmost importance in the ministry.

1. **Problem resolution:** The Open Door Coordinator provides problem resolution for all areas of Open Door operations on Saturdays. Volunteers are also assigned to monitor the second floor hallway and the second floor bathrooms.

2. **Interacting with guests**—instructions for Open Door volunteers:
   a. Everyone wants to be heard, to feel listened to and understood.
      - Express concern and desire to help.
      - Suspend judgment.
      - Let the person know you are listening.
      - Try to avoid distractions.
      - Paraphrase or repeat essence of person’s messages.
      - Acknowledge concerns or fears without supporting misconceptions.
   b. Be aware of what is going on and who is around you.
   c. Watch and listen for unusual behavior:
      - Incoherent, loud, or slurred speech
      - Irrational, paranoid, or suspicious comments
      - Signs of intoxication
      - Anxiety (trembling, sweating, irritability, restlessness)
      - Angry comments or physical hostility or threats
   d. Trust your intuition (your gut feeling that something is amiss).
   e. Alert a Coordinator early whenever a risk situation is suspected. Volunteers should not get involved in risky situations without another volunteer being present.
   f. If confronted by a distressed guest:
      - Remain calm, using a calm voice.
      - Maintain a poised relaxed posture and keep a distance of an arm length.
      - Reassure guest that another person is coming (Coordinator) to hear concerns.
      - Avoid any physical contact.
      - Avoid reacting emotionally or displaying personal offensiveness.
      - Avoid behavioral gestures (these might be misinterpreted).
      - Provide an exit route for you and the guest. Do not be between the person and the door.
   g. Do not:
      - Argue with the recipient.
      - Interrupt their talking.
      - Scold or lecture.
      - Challenge or confront.
      - Invade their personal physical space.
   h. Body language (nonverbal behavior) communicates important messages. The following may be helpful in reducing others’ anger and assisting an individual in calming themselves:
      - Maintain eye contact—not intense.
• Maintain interpersonal distance—not too close. Respect personal space. Do not move toward an agitated person.
• Restrict body movement to a minimum. Minimize sudden behaviors.
• Maintain an “open” position—do not cross arms or legs; keep hands unclenched.

L. INSTRUCTIONS FOR KITCHEN FIRE

If there is a small fire on the stove:
• Never put water on a grease fire.
• See explanation below from Rocky Mountain Fire Department, Boulder, Colorado from Internet.
• Turn the burner off.
• Put cover (non-glass) on the pan.
• Use hand-held fire extinguisher (Class K) by the stairwell.

If the fire in the kitchen is big:
• As you are leaving the kitchen, look for the fire pins by the Fellowship Hall door.
• Pull the smaller circle pin.
• After notifying the Saturday Coordinator, then pull the larger circle pin.
  o This activates the fire extinguishing material that falls onto the stovetop.
  o This turns the exhaust fan over the stove to “full exhaust”.
  o This shuts down the air conditioner system.

ROCKY MOUNTAIN FIRE DEPARTMENT, BOULDER, COLORADO

Kitchen Grease Fire

Kitchen Fire Safety:
At Fire Fighting Training schools they demonstrate this with a deep fat fryer set in an open field. An instructor would don a fire suit and using an 8 oz cup at the end of a 10 foot pole toss water onto the grease fire. (The results got the attention of the students.) The water, being heavier than the oil, sinks to the bottom where it instantly becomes superheated. The explosive force of the steam blows the burning oil up and out. On the open field, it became a thirty foot high fireball that resembled a nuclear blast. Inside the confines of a kitchen, the fireball hits the ceiling and fills the entire room.

Also, do not throw sugar or flour on a grease fire. One cup creates the explosive force of two sticks of dynamite.

Extinguishing a Grease Fire

Grease fires happen when collections of oil or grease on a stove, oven or fryer get hot enough to ignite. Grease fires are extremely dangerous because the fuel source (the grease) is a liquid, and easily splashed. Grease fires burn very hot and can quickly spread to cabinets or other flammable areas of the kitchen.

The most important thing you can do to prevent a fire in the kitchen is to stay put while cooking. The NFPA reports that unattended cooking is the leading cause of home cooking fires. Stay by the stove and be prepared for flames.
You only have a few moments to either put out a grease fire or escape the house. Here’s how:

1. **DO NOT USE WATER ON A GREASE FIRE!** (see Tips) Start evacuating everyone from the building. Fires spread extremely fast and can overwhelm victims in minutes. Treat burns only after evacuating the building.
2. **Turn off the burner!** The fire might go out with this simple step.
3. Call 911. There’s no reason to wait, Rocky Mountain Fire will be there to assist even if you manage to get the fire out.
4. The easiest way to smother a grease fire is to cover it with a pan lid. Be careful with glass lids; they can break from the extreme heat of open flame.
5. Grease fires can also be smothered with baking soda, but it takes a lot of baking soda to do the trick. Unless the baking soda is easily accessible, it’s usually easier to quickly find a lid.
6. A dry chemical fire extinguisher will also work, but it will contaminate your kitchen and food. Class K fire extinguishers are available to put out grease and other kitchen fires, but they are usually only found in commercial kitchens.
7. A newly developed fire extinguishing spray is now available. Highly effective on common household fires including grease fires. Dispensed from a common aerosol spray can.

**Tips:**

- **DO NOT PUT WATER ON A GREASE FIRE!** This can not be stressed enough. Pouring water on burning grease or oil will not extinguish the fire. It will only cause the burning oil to splash, spreading the grease fire around.
- **DO NOT TRY TO CARRY THE FIRE OUTSIDE!** Trying to carry a pot or pan full of burning oil will just slosh and splash the grease fire.
- Treat burns only after the fire is contained or the building is completely evacuated. Call 911 if a serious burn is experienced.
- If clothes are caught on fire, **STOP, DROP, and ROLL** to extinguish them.

### IX. HOSPITALITY

- Hospitality activities are done by all Open Door volunteers at all shifts. There is no Team Leader for these activities.

#### A. HOSPITALITY ACTIVITIES

1. Provides hospitality to guests
2. Distributes and maintains numbered chips for Fig Leaf Store
3. Contacts Fig Leaf Store from second floor hallway
4. Monitors attendance

#### B. PROVIDING HOSPITALITY TO GUESTS

1. Sets boxes of books, if available, out in the Fellowship Hall coat rack area and returns boxes to coat rack shelves at the end of Open Door. Guests may take books with them.
2. Welcomes guests and visits with them. Learns names of guests, as appropriate. Listens to conversation and responds. Converses with guests.
3. Helps disabled guests get their lunches if they would like help.
4. Says final good-byes to guests.
5. Resolves transportation and other pressing issues, as needed.

C. DISTRIBUTING AND MAINTAINING NUMBERED CHIPS FOR FIG LEAF STORE

The chip, or token, process is used to count the number of guests served. For Fig Leaf Store, the chip process allows small groups of guests to enter the Store.

1. **Fig Leaf Store chips:** About 15 minutes before Fig Leaf Store opens, distribute chips to those who are seated in the Fellowship Hall, if they wish to shop. After that distribution, distribute chips as people who wish to shop come into the church. Waiting until shortly before the store opens to pass out chips lets the store confirm that there is enough staff to open, and it minimizes guests feeling like they are waiting a long time for the store to open.

   Green chips are for women. Red or brown chips are for men. Pink chips are for children.

2. **Counting Fig Leaf chips:** Count chips for attendance at the end of Open Door. Record the total number of people who attended Fig Leaf Store and the total number of people who attended Lunch. Put the chips for each in numerical order.

   If some chips are missing, wait two or three weeks to see if they appear before putting in a replacement number.

D. PURCHASING NEW CHIPS

There are replacement chips for all colors in the poker chip box marked “Spare” on a chip hanging from the handle. Replacement chips in a single-color stack (not the entire set) are available from “Great Hall of Games” at Nel Ray and Lamar Boulevard. Replacements may need to be purchased every three to six weeks, depending on attendance levels. A permanent Sharpie or Bic marker is used to mark (several in box marked “Spare”). There are three empty chip boxes on the shelf above Open Door’s cabinet in the library.

E. SECOND FLOOR CONTACT PERSON

1. Serves as second floor contact person with Fig Leaf Store after 9:15.
2. Calls numbers for guests to go upstairs as directed by Fig Leaf volunteers.
3. Monitors stairway to answer questions and to ensure that numbers are honored.

X. SET UP (BRUNCH SET-UP AND PREPARATION)

- Shift time for Team Leaders is 7:00-9:00. Shift time for Team Members is 7:00-9:00.
- The health and safety of guests and volunteers are very important to Open Door. For this reason, guests who are not working in the kitchen should not be in the kitchen during Open Door.
- Brunch is prepared and the Fellowship Hall and kitchen are initially arranged under the leadership of the Set Up Team Leader, who is either a designated person, if present, or the Saturday Coordinator. The church is unlocked about 7:00 a.m. by the Coordinator.
• The brunch menu consists of: oatmeal, grits, cold cereal, quesadillas (flour tortillas, beans, Ro-Tel tomatoes, cheese, ground turkey), hard-boiled eggs, grilled onions, fruit, vegetables, green salad, yogurt, orange juice, milk, coffee, and condiments.

GENERAL NOTES FOR ALL TEAM MEMBERS:
• Find Set Up Team Leader and report in.
• Make a name tag.
• Wash hands in hand-washing sink.
• Wear thin plastic or latex gloves when preparing or serving food.
• As soon as possible, clean out pots or implements that have food that will harden. Clean out the quesadilla pan, grits pot, and oatmeal pot as soon as they are finished being used. Every bit of food should be removed with a heavy-duty bristle brush that is at triple sink. The dishwashing machine will sanitize, but it will not scrub. The item should feel totally smooth to the touch.

This pre-wash can be done at Set Up, Brunch A or Brunch B, depending on when the pot is finished. One or two volunteers can pre-wash at the triple sink.
• TRASH: See Appendix for description of three types of trash at UUMC and where to put them.

A. INSTRUCTIONS FOR KITCHEN FIRE
If there is a small fire on the stove:
• Never put water on a grease fire.
• See explanation below from Rocky Mountain Fire Department, Boulder, Colorado from Internet.
• Turn the burner off.
• Put cover (non-glass) on the pan.
• Use hand-held fire extinguisher (Class K) by the stairwell.

If the fire in the kitchen is big:
• As you are leaving the kitchen, look for the fire pins by the Fellowship Hall door.
• Pull the smaller circle pin.
• After notifying the Saturday Coordinator, then pull the larger circle pin.
  o This activates the fire extinguishing material that falls onto the stovetop.
  o This turns the exhaust an over the stove to “full exhaust”.
  o This shuts down the air conditioner system.

ROCKY MOUNTAIN FIRE DEPARTMENT, BOULDER, COLORADO

Kitchen Grease Fire

Kitchen Fire Safety:
At Fire Fighting Training schools they demonstrate this with a deep fat fryer set in an open field. An instructor would don a fire suit and using an 8 oz cup at the end of a 10 foot pole toss water onto the grease fire. (The results got the attention of the students.) The water, being heavier than the oil, sinks to the bottom where it instantly becomes superheated. The explosive force of the steam blows the burning oil up and out. On the open field, it became a thirty foot high fireball that resembled a nuclear blast. Inside the confines of a kitchen, the fireball hits the ceiling and fills the entire room.
Also, do not throw sugar or flour on a grease fire. One cup creates the explosive force of two sticks of dynamite.

## Extinguishing a Grease Fire

Grease fires happen when collections of oil or grease on a stove, oven or fryer get hot enough to ignite. Grease fires are extremely dangerous because the fuel source (the grease) is a liquid, and easily splashed. Grease fires burn very hot and can quickly spread to cabinets or other flammable areas of the kitchen.

The most important thing you can do to prevent a fire in the kitchen is to stay put while cooking. The NFPA reports that unattended cooking is the leading cause of home cooking fires. Stay by the stove and be prepared for flames.

You only have a few moments to either put out a grease fire or escape the house. **Here’s how:**

8. **DO NOT USE WATER ON A GREASE FIRE!** (see **Tips**) Start evacuating everyone from the building. Fires spread extremely fast and can overwhelm victims in minutes. Treat burns only after evacuating the building.

9. **Turn off the burner!** The fire might go out with this simple step.

10. **Call 911.** There’s no reason to wait, Rocky Mountain Fire will be there to assist even if you manage to get the fire out.

11. **The easiest way to smother a grease fire is to cover it with a pan lid.** Be careful with glass lids; they can break from the extreme heat of open flame.

12. **Grease fires can also be smothered with baking soda,** but it takes a lot of baking soda to do the trick. Unless the baking soda is easily accessible, it’s usually easier to quickly find a lid.

13. **A dry chemical fire extinguisher will also work,** but it will contaminate your kitchen and food. Class K fire extinguishers are available to put out grease and other kitchen fires, but they are usually only found in commercial kitchens.

14. **A newly developed fire extinguishing spray is now available.** Highly effective on common household fires including grease fires. Dispensed from a common aerosol spray can.

**Tips:**

- **DO NOT PUT WATER ON A GREASE FIRE!** This can not be stressed enough. Pouring water on burning grease or oil will not extinguish the fire. It will only cause the burning oil to splash, spreading the grease fire around.

- **DO NOT TRY TO CARRY THE FIRE OUTSIDE!** Trying to carry a pot or pan full of burning oil will just slosh and splash the grease fire.

- Treat burns only after the fire is contained or the building is completely evacuated. Call 911 if a serious burn is experienced.

- If clothes are caught on fire, **STOP, DROP, and ROLL** to extinguish them.

### B. JOBS ASSIGNED EACH SATURDAY BY SET UP TEAM LEADER OR SATURDAY COORDINATOR VOLUNTEERS

1. Unlocking back door and moving magnet, so door will be open for donations and for other work.
2. Checking in with Set Up volunteers.
3. Preparing coffee (plus cups, sugar, creamer, stirrers).
4. Sanitizing work surfaces
5. Setting-up kitchen, including trash. Includes setting out name tags, marker, boxes of gloves, and guest volunteer meal choice sheet in kitchen near Fellowship Hall door.
6. Setting-up trash and recycle area in Fellowship Hall
7. Setting-up Fellowship Hall
8. Setting-up beverage table (coffee, orange juice, milk, water)
9. Filling quesadillas
10. Chopping onions for grilling
11. Cooking by two people (one for quesadillas, and onions; one for oatmeal or grits, and vegetables)
12. Preparing triple sink (soap and rinse sinks, with rightmost being empty)
13. Dishwashing

C. CHECK AND DO LIST FOR SET UP TEAM LEADER

1. THINGS TO DO, OR CHECK TO BE SURE THEY ARE DONE, AT 7:00: SANITATION AND FOOD PREPARATION
   a. Put on a green apron to identify Team Leader, so people know who to ask questions of.
   b. Unlock back door for food delivery. Place magnet at alley door outside the door frame, so door doesn’t close and lock behind a person exiting into alley.
   c. Clear space on metal work tables for food delivery boxes.
   d. With any new volunteers, review the three types of trash (compost, recycle, landfill) and containers inside and in alley for each type.
   e. Wipe out the triple sinks before filling. Fill left and middle sinks--left with soapy water and middle with clear water.
   f. Scatter green compost buckets throughout the kitchen.
   g. Wipe out sink in the laundry room.
   h. Move stainless steel cart to stove area for hot cereal pot.
   i. Remove items on counters or work tables left from previous day. Spray and wipe these surfaces with all-purpose cleaner (HEB 409-equivalent).
   j. Spray Quik-San sanitizer on all work tables, countertops, and metal dishwasher countertop (where clean racks come out of the machine). Let the spray sit for at least 60 seconds to kill germs.
   k. After spraying Quik-San and waiting 60 seconds, place drying mats on the counter under the windows at the top of the stairs.
   l. If there is a SMALL blue recycling trash can sitting at the top of the kitchen stairs, turn it upside down or put it somewhere else, to encourage recycle trash going into only one bin (the large blue one with wheels).
   m. Place a stack of clean, dry towels near the drying mats.
   n. Drain and refill dishwasher.
   o. Check floor drains below dishwasher and below triple sink for trash. Clean them out if needed, to prevent overflow.
   p. Place gloves (boxes of both vinyl and lightweight plastic), paper hats, name tags, marker, and guest volunteer brunch choice list on counter by rolling window.
q. Ask volunteers to make a name tag, wash hands at the handwashing sink, put on a paper cap if they don’t already have a cap, and put on gloves.

r. When donations arrive: Look over the donations to see what may be used in vegetable stir-fries or roasted vegetables. When the Kitchen Team Leader arrives, coordinate regarding donations and menu. (Example—Using a particular vegetable may depend on how many volunteers are scheduled for the Brunch shifts, because there may not be enough people or time to prepare all of the donated vegetables, even if they are appropriate for stir-frying.)

s. If needed, place brown paper towels in the dispenser by the hand-washing sink. They are found in the laundry room Open Door storage cabinets. The key to the dispenser sits in the lock.

t. If needed, place three sponges and three wire scrubbers at the two ends of the triple sink and the dishwashing sink. New ones are found in the laundry room Open Door storage cabinets, and already-being-used ones are found in the green segmented container to the left of the dishwasher on the drainboard.

u. If needed, place three white trash bags on the back handle of the blue recycle cart at the head of the stairs. This helps assure that a new trash bag is easily placed in the cart after someone takes a full bag of trash to the alley.

2. FOOD PREPARATION
   a. Set out staples (example--oil, spices, hot cereal, frozen vegetables) on counter.
   b. Set out necessary equipment (example--smaller of two large hot cereal pots, skillets).
   c. Make sure initial food preparations are started (example--brown ground beef first for quesadilla filling; sauté onions; make quesadilla filling; fill quesadillas; heat water for hot cereal; heat water if needed for frozen vegetables)
   d. Set aside 25 quesadillas in a pan for to-go boxes. Set on stove shelf.
   e. Set aside ten packages of two quesadillas each wrapped in foil for guest volunteers (put on microwave).
   f. Set aside 25 servings of vegetables for to-go boxes. Set on stove shelf.
   g. GROUND BEEF: Brown ground beef for quesadilla filling.
   h. ONIONS: Chop onions and saute.
   i. QUESADILLAS: Mix beans and Ro-Tel tomatoes in large pan. Spread on tortillas, then add cheese. Fold over. Cook quesadillas. Let each cool a minute or two before stacking, so they don’t get soggy. Then place on tray.
   j. HOT CEREAL: Prepare oatmeal (first two Saturdays) or grits (last two or three Saturdays).
   k. FROZEN VEGETABLES: Prepare vegetables.
   l. DONATED FRESH VEGETABLES: Stir fry or roast.

3. ONGOING THINGS TO DO DURING THE 7:00-9:00 SHIFT
   a. Repeatedly spray food preparation surfaces with Quik-San sanitizing spray as appropriate.
   b. Prepare space to dry clean dishes.
   c. Assure the equipment that will be reused several times (example--large serving spoons, knives, large bowls) go to the dishwasher promptly so they can be reused as needed.
   d. Maintain safe working conditions.
1) Prepare for supporting Clean-up Team Leader: Prepare drying areas, including expanding drying area to the metal work table when it is free for this: clear metal work table; spray with Quik-San; after 60 seconds, lay out additional drying mats.

4. THINGS DONE FROM 7:00-9:00 BY VOLUNTEERS OTHER THAN THE SET UP TEAM LEADER
   a. Prepare coffee.
   b. Prepare main container of orange juice plus reserve gallon pitchers to keep in refrigerator.
   c. Set out recycle station items: two green five-gallon compost cans; two large green compost trash cans; one grey landfill trash can; three grey bus tubs.
   d. Prepare two mop buckets, one for Fellowship Hall and one near freezer. Put six ounces (a paper coffee cup) of floor cleaner in each mop bucket.
   e. On serving line, set out boxes of cereal, bowls, napkins, silverware, and trays. Main supply of silverware goes at beginning of serving line, with a small supply at the condiment table. Set out small supply of napkins at condiment table.
   f. Set glasses, beverage containers, and empty pitcher for water at beverage table.

D. COOKING BY TWO PEOPLE
   1. Start water to boil for hot cereal.
   2. Brown ground turkey.
   4. Start grilling quesadillas.
   5. Prepare oatmeal, grits, and frozen or stir-fried fresh vegetables.
   6. PROCEDURE FOR COOKING HOT CEREAL:
      a. Put stainless steel cart near stove, to be used for pot of hot cereal when it is finished cooking.
      b. Fill smaller of the two large soup pots with water to about five inches from top for grits or oatmeal.
      c. Bring water to a full rolling boil before adding cereal. Don’t add cereal all at once, but add it pretty quickly.
      d. Stir vigorously, continually, to the bottom of the pot, with whisk or paddle, for several minutes, until the boil returns. Cereal burns because it isn’t stirred enough at the beginning.
      e. Wear two pairs of gloves if necessary, to avoid splash burns while stirring.
      f. Grits tend to clump, so break up clumps quickly. It’s especially important with grits to stir the bottom of the pot, as grits are denser, and will sit at the bottom.
      g. Stir until the boil returns. When the liquid is boiling, there is enough energy to keep cereal suspended.
      h. Once the boil returns, flame can be lowered quite a bit, but maintain a boil.
      i. The container of oatmeal or grits will say something like “boil for 5-8 minutes or until desired consistency is reached”. Turn off flame after a few minutes. Cereal will still cook and continue to thicken--stir cereal occasionally during this time. Because it will sit, it doesn’t have to be the perfect consistency when the flame is turned off.
      j. Finish cereal (turn off the flame) around 8:00 a.m. The hot cereal then sits for an hour.
   7. PROCEDURE FOR COOKING VEGETABLES:
a. Depending on cook preference, place a small amount of oil or about ½ cup water in a skillet or smallish soup pot. Place one or two bags of frozen vegetables in pot. Depending on cook preference, place a lid on pot or not. Cook for about eight minutes. Drain. Add spices (possibilities: butter, pepper, soy sauce, herb). Number of bags can be adjusted downward depending on donations of fresh vegetables to be stir-fried in canola oil with spices added.

b. Save about 24 small servings of fresh vegetables on top shelf of stove, covered with foil, to be used in preparing 24 to-go boxes.

E. FILLING QUESADILLAS
1. Cook places the plastic tub holding oil and soy sauce on the counter next to the stove.
2. Stack the cookie trays that will hold the cooked quesadillas on the metal work table next to the area where volunteers will build the quesadillas.
3. Mix beans, Ro-Tel tomatoes, and ground turkey for quesadilla filling in a large steam table pan.
4. Place bowl with grated cheese, plates, and spoons used in building quesadillas nearby.
5. Spread filling plus grated cheese on each flour tortilla.
6. Preheat griddle for several minutes at a low heat. Keep the griddle well oiled. Do not use a high flame.
7. Use multiple trays or racks for the cooked quesadillas. Don’t immediately stack one quesadilla on another—they will steam and get soggy. Let each quesadilla cool for a minute before allowing it to touch another. This is very important.
8. Place 24 quesadillas in a pan, covered with foil, on the stove shelf, for to-go boxes.
9. Wrap ten packets of two quesadillas each in foil for guest volunteers, place packets in pan, and place pan on microwave.
10. When a cookie tray of cooked quesadillas is filled up, cover the tray with foil, and place it in the oven at a low temperature.

F. CHOPPING ONIONS
1. Chop onions for grilling as a side dish.

G. SANITIZING AND CLEANING SINKS AND WORK SURFACES
1. Remove any items left on counters from another night.
2. Clean triple sinks with all-purpose spray cleaner before filling.
3. Clean sink under window in laundry room with all-purpose spray cleaner--clean sink, handles, and back splash.
4. Clean handwashing sink with all-purpose spray cleaner.
5. Spray sanitizer liberally from the spray bottle onto all work surfaces—countertops, work tables, dishwashing area, triple sink area, splash boards.
6. Wait 60 seconds for sanitizer to work.
7. Don’t rinse off. Area is safe to prepare food on.
8. Ask volunteers to spray Quik-San sanitizing spray (not 409-type cleaner) all over the rear sink in the laundry room and on the silver rolling cart nearby. This spraying should be done after the early, early use of the sink (orange juice and coffee prep) and before produce-washing begins.

H. USING TRIPLE SINK
1. The left two sinks are for pre-wash, rinse, and sanitizing.
2. Clean sinks before filling.
3. The sinks do not have to be full of water—enough to do the job, so as not to waste water. Refill the soaping and rinse sinks during the morning, when the water gets dirty or the suds are gone.
4. One or two volunteers assigned to the triple sink can scrub off all food particles from the dirty dishes and rinse them, so they go to the dishwasher without any residue at all.
5. Left-most sink is the pre-wash sink: Fill left sink about ¾ full with warm water and put some liquid dishwashing soap in it. Change water during the morning if it starts looking very dirty.  
   Middle sink is the rinse sink: Fill about ¾ full with warm water.  
   Right-most sink is left empty.

I. DISHWASHING

See rear kitchen bulletin board for detailed dishwashing machine instructions.

1. Empty the water from the dishwasher. Remove the trap and remove all flatware, food items, and other items that have previously dropped into the trap. Clean the trap and replace it. Fill the dishwasher with water.
2. Start washing dishes during preparation, so a backlog of dirty dishes does not build up.
3. Dirty dishes go to the left of the dishwashing sink.
4. Clean dishes go on stainless steel table coming out of dishwasher.
5. Spray sanitizer on counter at top of stairs and work table nearest stairs. Wait 60 seconds. Put down plastic drying mats. Use these for sanitized or drying dishes. No dirty dishes should be placed there.
6. Wash silverware two times. Stir up silverware so the items don’t nest.
7. Wash glasses in dishwasher racks made for the glasses. Let them dry in these racks.
8. Wash dishes continuously, so food doesn’t harden.
9. After brunch, the following steps need to be taken:
   a. Remove and clean the garbage filter.
   b. Open the drain and reclose it after it drains.

J. DISH DRYING AND STORAGE

1. Spray sanitizer on counter at top of stairs and work table nearest stairs. Wait 60 seconds. Put down plastic drying mats. Use these for sanitized or drying dishes. No dirty dishes should be placed there.
2. Minimize towel drying. Air dry or use paper towels when possible. Use clean towels on washed trays.
3. Put away dishes, drinking glasses, silverware, utensils, pots, and pans. **LABELS:** Cabinets have labels on the outside, showing location of items.

K. KITCHEN SET-UP

**TRASH:** See Appendix for description of three types of trash at UUMC and where to put them.

1. Set up trash cans in kitchen:
   a. Place two landfill trash cans (under triple sink and under dishwashing sink) with white plastic liner).
   b. Place several small green compost buckets on floor (near work table, handwashing sink, dishwashing sink, laundry room for work table).
   c. Check large blue recycle cart for a plastic liner.
2. If needed, place brown paper towels in the dispenser by the hand-washing sink. They are found in the laundry room Open Door storage cabinets. The key to the dispenser sits in the lock.

3. If needed, place three sponges and three wire scrubbers at the two ends of the triple sink and the dishwashing sink. New ones are found in the laundry room Open Door storage cabinets, and already-being-used ones are found in the green segmented container to the left of the dishwasher on the drainboard.

4. If needed, place three white trash bags on the back handle of the blue recycle cart at the head of the stairs. This helps assure that a new trash bag is easily placed in the cart after someone takes a full bag of trash to the alley.

5. Ask volunteers to rinse items before placing them in the blue recycle cart. Please rinse in either the rear sink in the laundry room or using the sprayer at the dishwasher. They don't have to be spotless.

6. To begin preparation, put the following items in the prep area:
   a. oatmeal and grits
   b. refried beans
   c. onions
   d. Ro-Tel tomatoes
   e. cheese
   f. tortillas

When using perishable products from refrigerator (e.g. milk, cheese, Smart Balance), check the date on the container, and use the oldest food first.

L. RECYCLE MONITORING IN FELLOWSHIP HALL

TRASH: See Appendix for description of three types of trash at UUMC and where to put them.

1. Recycle Monitor sets up the following at Recycle Center:
   - One large green compost trash can, with green compostable liner and “Compost” stick sign, at the east side of the Recycle Center tables
   - One large green compost trash can, with green liner and no sign, behind the tables. This is the backup compost can. When someone takes the active can away to empty in the alley, the stick sign is moved from the active can to the backup can, and the backup can is moved forward and becomes the active can.
   - One large black trash can, with white plastic liner and stick sign for “Landfill” trash, placed behind the tables, so it is out of the way of people throwing away trash
   - One small green compost bucket with “Liquids” stick sign on the table nearest the large compost trash can
   - Two bus tubs—one for active drinking glasses, one as backup tub when a tub is carried to kitchen for emptying
   - Two small green utility buckets for dirty silverware—one with water and dishwashing liquid for active silverware, one with water and dishwashing liquid as backup
   - Black cart for used food trays
   - A roll of green compostable trash liner bags (from kitchen silverware closet) to sit on the black cart
   - Do not place a blue recycle can in the Fellowship Hall.
   - Prepare two mop buckets—one for kitchen, one for Fellowship Hall.
2. Recycle Monitor stands at Recycle Center during the whole shift, even when the volume of people throwing things away is not high. This assures that everything goes in the correct trash can (compost, recycle, or landfill trash). Instructs guests where to put their trash.

3. Monitor moves back-up compost can to front when someone takes a can away to empty it.

M. FELLOWSHIP HALL SET-UP

Paper plates, paper bowls, paper coffee cups, paper napkins, and wooden coffee stirrers are used in the Fellowship Hall so that these items, plus food waste, can be composted. Metal silverware and plastic drinking glasses are used and washed in the kitchen. Different trash and busing containers are used in the Hall, so that food and paper compostable/landfill trash items are separated from each other, and so that washable items are separated from the two types of trash.

PLACEMENT OF FURNITURE, SERVING DISHES, UTENSILS

1. Set up three six-foot tables as a long serving table unit, with:
   a. trays on a chair
   b. paper plates and bowls
   c. containers for spoons and forks. Spoons are stored bowl-down, so guests can pick up by handle.
   d. baskets of napkins. Baskets are used to prevent ruining other napkins from spills.
   e. milk for cereal and oatmeal in ice chests under the table by the cereal. Two milk jugs are also placed on top of the table in a metal pan with ice. No ice is used in ice chest under table.
   f. large black rubber mats for hot pots or pans, to prevent scorching table.
   g. At north end of serving line, place milk dispenser, orange juice dispenser, water pitcher, and blue or clear plastic drinking glasses. Stack glasses on one or two clean trays.

2. Long permanent wooden table has:
   a. Brown sugar shaker
   b. White sugar pourer
   c. Pourable butter containers
   d. Salsa server
   e. Backup containers of forks and washable basket of napkins with only a few. Major supply of utensils is at the beginning of the serving line. Don’t put out knives—there is no need for them.
   f. Other condiments in open dishes (raisins, jalapenos) are not placed on the wooden self-serve table, but on the serving line.
   g. Two-thirds of the table is the give-away table.

3. Set up dining tables and chairs.

4. Set up trash cans only at the Recycle Center, per above Procedures section. Do not set up extra trash cans in the Hall—people mix types of trash when cans are not monitored, and more cans will have to be washed.

PLACEMENT OF FOOD IN FELLOWSHIP HALL:

1. Long serving table: Place the following and add serving utensils as appropriate:
a. paper plates, paper cereal bowls, napkins, silverware handles up
b. canned fruit (later fresh fruit, if donated). For pineapple, use glass dish or heavy plastic bowl, as acidic juice eats soft plastic.
c. oatmeal or grits on black rubber mat
d. raisins
e. jalapenos
f. cereal boxes behind table. Fill about 50-100 paper cereal bowls with various kinds of cereal
g. pans of vegetables, hard-boiled eggs, green salad, quesadillas, and grilled onions
h. yogurt

2. Long permanent wooden table
   a. salsa server
   b. brown sugar shaker
   c. white sugar pourer
   d. squeeze butter containers
   e. napkins (in washable container)
   f. containers of small number of backup forks and spoons

N. BEVERAGE SET-UP (COFFEE SERVED OUTSIDE)
   1. Coffee (in parking lot):
      a. Fill four 100-cup coffee urns with 90 cups of water. Reduce coffee by one 100-cup urn in summer. Add 10 ½ cup measures of coffee to 100-cup urns.
      b. Not usually used—but if so: Fill one 36-cup coffee urn with 30 cups of water. Add four ½ cup measures of coffee to urn.
      c. With each coffee pot, place:
         1) two containers powdered creamer
         2) four glass sugar dispensers—they are easier to fill using a pitcher of sugar rather than pouring from sugar bag.
         3) small basket or bowl with sweet-n-low packets
         4) wood coffee stirrers in short heavy ceramic coffee mug
         5) about 150 6-ounce paper coffee cups
         6) one basket of napkins at each table. Baskets are used to prevent ruining other napkins from spills.
      d. Coffee baskets can come out of coffee pots before they leave the kitchen. They are hot—use hot pads.
   2. Orange juice: Mix orange juice in kitchen using pitcher and beverage server on a cart.
      • When using cardboard cartons of concentrate—place one carton of concentrate in gallon pitcher. Fill pitcher with water. This makes one gallon of juice. This mixture can be diluted with about one more carton of water.
   3. Milk: Place large milk dispenser from top of Open Door refrigerator (translucent plastic with black top and base) on beverage table in Hall. Don’t place milk in dispenser until time to serve it. Keep opened milk bottles (in serving line) on ice in a pan. At the serving line, the unopened bottles in the thermos below the table do not need to be kept on ice.
   4. Pitcher of water

O. FOOD, PAPER GOODS, AND CHEMICAL STORAGE IN KITCHEN
1. Chemical or cleaning supplies must be stored on only the bottom shelf of the Open Door supply cabinet—not on upper shelves. Food usage items such as plastic bags or aluminum foil must not be stored on the bottom shelf, as they will touch food in the future.
2. Refrigerated items are stored in the Open Door refrigerator. Refrigerated brunch items include milk, juice, shredded cheese, meat, butter spread, salsa, jalapenos, and canned fruit (if there is room).
3. Non-refrigerated items are stored in the Open Door Supply Cabinet in the laundry room. These items include peanut butter, white and brown sugar, creamer, cereal, and raisins, and other items.
4. Do not place any Open Door food in the Early Childhood Center (ECC) refrigerator.
5. Open Door paper goods (paper plates, paper bowls, coffee cups, and napkins) are stored on the bottom shelf of the work tables. Coffee cups and napkins are stored in the Open Door Supply Cabinet.
6. Spare white plastic garbage can liners and spare green compost can liners are stored in the Open Door Supply Cabinet.

XI. BRUNCH A AND BRUNCH B SHIFT (KITCHEN AND FELLOWSHIP HALL)

- Brunch A shift does kitchen, serving, and hospitality activities.
- Brunch B shift starts at the same time, and does kitchen, serving, hospitality, and clean-up activities.
- Two Team Leaders work together on this shift: Fellowship Hall Team Leader and Kitchen Team Leader. Later in the Brunch B shift, the Clean-up Team Leader comes in. Team Leaders wear green aprons, to help volunteers and guests know who to ask for volunteering directions, or who to give comments, suggestions, or questions.
- Shift time for Brunch A and Brunch B Team Leaders is 8:00-10:30. Shift time for Brunch A Team Members is 8:15-10:30. Shift time for Brunch B Team Members is 8:15-11:30, to allow for clean-up activities.
- Shift time for Clean-up Team Leaders is 9:30-12:00, or until done.
- At about 8:30, after volunteers have arrived, the Fellowship Hall Team Leader plus Kitchen Team Leader plus Fig Leaf Store Manager get together for a few minutes to determine how many volunteers will go to which area.
- Serving hours are 9:00-10:15. Serving line remains stocked until about 10:15. At 10:15, the serving line is taken down, and guests who arrive after that time are served a to-go box.
- Twenty-five to-go boxes are made.
- To-go boxes are for guests who come into the Fellowship Hall for the first time after 10:15 (when the serving line is disassembled), or who have a particular need. The boxes are not intended for guests who have already been through the serving line.
- To-go plates are OKed by: Saturday Coordinators, Fellowship Hall Team Leader, or Kitchen Team Leader. They are familiar with who comes in for the first time after 10:15, who has already eaten, and other special situations.
- The Kitchen Team Leader leads the volunteers in the kitchen and checks the serving line frequently (working with the Fellowship Hall Team Leader) to see what needs to be replenished or cooked.
- The Fellowship Hall Team Leader leads the serving line and trash volunteers in the Fellowship Hall and checks the serving line (working with the Kitchen Team Leader) to see what needs to be replenished or cooked.
• The health and safety of guests and volunteers are very important to Open Door. For this reason, guests who are not working in the kitchen should not be in the kitchen during Open Door.
• TRASH: See Appendix for description of three types of trash at UUMC and where to put them.

GENERAL NOTES FOR ALL TEAM MEMBERS:
• Find shift Team Leader and report in.
• Wear a name tag.
• Wash hands in hand-washing sink.
• Wear thin plastic or latex gloves when preparing or serving food.
• Wear a cap or large scarf.
• Do not place any Open Door food in the Early Childhood Center (ECC) refrigerator.
• As soon as possible, clean out pots or implements that have food that will harden. Clean out the quesadilla pan, grits pot, and oatmeal pot as soon as they are finished being used. Every bit of food should be removed with a heavy-duty bristle brush that is at triple sink. The dishwashing machine will sanitize, but it will not scrub.

This pre-wash can be done at Brunch A or Brunch B, depending on when the pot is finished. One or two volunteers can pre-wash at the triple sink.

A. INSTRUCTIONS FOR KITCHEN FIRE

If there is a small fire on the stove:
• Never put water on a grease fire.
• See explanation below from Rocky Mountain Fire Department, Boulder, Colorado from Internet.
• Turn the burner off.
• Put cover (non-glass) on the pan.
• Use hand-held fire extinguisher (Class K) by the stairwell.

If the fire in the kitchen is big:
• As you are leaving the kitchen, look for the fire pins by the Fellowship Hall door.
• Pull the smaller circle pin.
• After notifying the Saturday Coordinator, then pull the larger circle pin.
  o This activates the fire extinguishing material that falls onto the stovetop.
  o This turns the exhaust an over the stove to “full exhaust”.
  o This shuts down the air conditioner system.

ROCKY MOUNTAIN FIRE DEPARTMENT, BOULDER, COLORADO

Kitchen Grease Fire

Kitchen Fire Safety:
At Fire Fighting Training schools they demonstrate this with a deep fat fryer set in an open field. An instructor would don a fire suit and using an 8 oz cup at the end of a 10 foot pole toss water onto the grease fire. (The results got the attention of the students.) The water, being heavier than the oil, sinks to the bottom where it instantly becomes superheated. The explosive force of the steam blows the
burning oil up and out. On the open field, it became a thirty foot high fireball that resembled a nuclear blast. Inside the confines of a kitchen, the fireball hits the ceiling and fills the entire room.

Also, do not throw sugar or flour on a grease fire. One cup creates the explosive force of two sticks of dynamite.

**Extinguishing a Grease Fire**

Grease fires happen when collections of oil or grease on a stove, oven or fryer get hot enough to ignite. Grease fires are extremely dangerous because the fuel source (the grease) is a liquid, and easily splashed. Grease fires burn very hot and can quickly spread to cabinets or other flammable areas of the kitchen.

The most important thing you can do to prevent a fire in the kitchen is to stay put while cooking. The NFPA reports that unattended cooking is the leading cause of home cooking fires. Stay by the stove and be prepared for flames.

You only have a few moments to either put out a grease fire or escape the house. 

**Here's how:**

15. **DO NOT USE WATER ON A GREASE FIRE!** (see Tips) Start evacuating everyone from the building. Fires spread extremely fast and can overwhelm victims in minutes. Treat burns only after evacuating the building.
16. **Turn off the burner!** The fire might go out with this simple step.
17. Call 911. There's no reason to wait, Rocky Mountain Fire will be there to assist even if you manage to get the fire out.
18. The easiest way to smother a grease fire is to cover it with a pan lid. Be careful with glass lids; they can break from the extreme heat of open flame.
19. Grease fires can also be smothered with baking soda, but it takes a lot of baking soda to do the trick. Unless the baking soda is easily accessible, it's usually easier to quickly find a lid.
20. A dry chemical fire extinguisher will also work, but it will contaminate your kitchen and food. Class K fire extinguishers are available to put out grease and other kitchen fires, but they are usually only found in commercial kitchens.
21. A newly developed fire extinguishing spray is now available. Highly effective on common household fires including grease fires. Dispensed from a common aerosol spray can.

**Tips:**

- **DO NOT PUT WATER ON A GREASE FIRE!** This can not be stressed enough. Pouring water on burning grease or oil will not extinguish the fire. It will only cause the burning oil to splash, spreading the grease fire around.
- **DO NOT TRY TO CARRY THE FIRE OUTSIDE!** Trying to carry a pot or pan full of burning oil will just slosh and splash the grease fire.
- Treat burns only after the fire is contained or the building is completely evacuated. Call 911 if a serious burn is experienced.
- If clothes are caught on fire, **STOP, DROP, and ROLL** to extinguish them.

**B. JOB DUTIES OF BRUNCH FELLOWSHIP HALL TEAM LEADER**
The Brunch Fellowship Hall Team Leader (TL) assigns volunteers to all job duties related to the serving line and Fellowship Hall operations. The TL passes by the serving line to see what food items or other goods need to be replenished, helps move the line smoothly, and conducts Fellowship Hall operations.

At about 8:40, the Fellowship Hall Team Leader plus Kitchen Team Leader plus Fig Leaf Store Manager get together for a few minutes to determine how many volunteers will go to which area.

C. **CHECK AND DO LIST FOR FELLOWSHIP HALL TEAM LEADER**

1. **THINGS TO CHECK WHEN YOU FIRST ARRIVE AT 8:00 (SOME ARE ALREADY DONE BY THAT TIME)**
   a. Do you have a green apron on (to identify Team Leaders)?
   b. Are blank name tags, a marker, paper caps, and food service gloves set out under the rolling curtain?
   c. Is the Recycle Center set up?
      1) Is there an active compost (with green liner) and an active landfill (with white liner) trash can in front of the table, with signs in them?
      2) Is the liquid compost five-gallon compost can on the table, with a sign?
      3) Are a bus tub (for glasses) and a green bucket with dishwashing soap and water (for silverware) on the table?
      4) Below the table, are there a backup bus tub and backup green bucket?
      5) Behind the table, is there a backup compost trash can with green liner?
      6) Is the black rolling cart at the side of the table, with extra trash bags?
   d. Is the beverage table set up? Are glasses stacked on clean towels face down? Are there milk and juice containers? Is there a water pitcher?
   e. At the condiment table, are there: white sugar, brown sugar, salsa, butter, spare spoons and forks (not the majority of the silverware), spare napkins in a bowl, salt and pepper pitchers?
   f. On the serving line: Are there three black rubber mats for placement under the hot quesadilla tray, the hot vegetable pan, and the hot cereal pot?
   g. On the serving line: Are there plenty of serving utensils (slotted spoons, non-slotted spoons, tongs) spread throughout the line? Are most of the spoons, forks, and napkins on the serving line (napkins in a basket)?
   h. Are there empty cereal bowls (to start with, about six for each type of cereal) ready to be filled by volunteers, before serving starts?

2. **THINGS TO DO AS VOLUNTEERS ARRIVE (IN ADDITION TO WORKING WITH THE FOOD DONATIONS)**
   a. Give the two-minute trash talk (describing compost, recycle, and landfill trash, and where they go in the alley).
   b. Ask volunteers to make a name tag, wash hands at the handwashing sink, and put on a paper cap if they don’t already have a cap.
   c. Assign volunteers:
      1) Ticket distributor
      2) Fig Leaf chip distributor
      3) Hand sanitizer-squirter (if possible)
4) Recycle station assistant (if possible)
5) Trash-taker-outer (assign in conjunction with Kitchen Team Leader)
6) Ticket collector
7) Helper to help guests with tray (mothers with children; children; people with physical problems carrying tray)
8) Positions in serving line: 1 hot cereal; 1 raisin and cold cereal bowl filler; 2 cold cereal (one pours milk); several volunteers to cover egg/vegetables/fruit/quesadillas/onions/jalapenos; 1 dessert (if needed); 1 or 2 beverage servers
9) Show all servers the size of a serving.
10) Check that servers are wearing cap of some sort (paper disposable ones on counter with name tags).

d. At about 8:45, work with the Kitchen Team Leader and a Fig Leaf representative to divide up the volunteers. If there aren’t enough to fill all needed positions upstairs and downstairs, these people will decide how to split the volunteers and who may need to double up.

3. THINGS TO DO AFTER SERVING LINE STARTS
   a. Pass by line frequently to see what will be needed soon. Work with Kitchen TL to prepare for upcoming needed food.
   b. Pass by condiment table and check items.
   c. Send bins of dirty silverware and glasses from recycle station to the dishwasher—send frequently to allow enough time to get them washed.
   d. Watch silverware and blue glasses to be sure there are enough. When supply starts getting low, communicate with Kitchen Team Leader, dish washer, or dish dryers ahead of time.
   e. Monitor and send volunteers who can go to clean-up activities at end of serving (e.g. drying dishes, cleaning tables, and cleaning compost buckets).
   f. At end of serving, assign volunteers to use spray cleaner on tops and edges of tables, as tables become empty. Tables should then be stored.
   g. Volunteers staying for clean-up can:
      1) clean tables;
      2) sweep Fellowship Hall;
      3) wipe condiment table with barely damp cloth;
      4) place a green compost can (with green liner), small blue recycle can (with white liner), and grey or black landfill trash can (with white liner) along east wall, for use by the church during the week;
      5) take trash cans from Recycle Center into kitchen;
      6) spray black rolling cart with cleaner.

D. PROCEDURES FOR FELLOWSHIP HALL TEAM LEADER
   1. Assign serving line servers.
   2. Explain to servers how much of each food item to serve each guest.
   3. Monitor line to see that line is flowing smoothly, and provide or obtain help for a guest who needs help.
   4. Monitor food items, drinking glasses, silverware, napkins, and beverages, and replenish items when needed.
5. Assure there is a Recycle Monitor during the whole service period.
6. Assure there is a designated Trash Carrier who knows what trash goes in which alley cart and who knows when to empty trash. This can be decided with the Kitchen Team Leader.
7. During serving time as needed, ask a volunteer to take bus tubs with drinking glasses or silverware from Recycle Center to kitchen for washing.
8. **Trash**: Trash cans should be placed ONLY at the Recycle Center—if there are multiple cans around the Hall, people will throw mixed trash in the cans.

   Assure there is a designated Trash Carrier who knows what trash goes in which alley cart and who knows when to empty trash.

   Visually point out the green alley carts where the compost trash goes, the recycle dumpster where recycle trash goes, and the landfill dumpster where all other trash goes. Ask volunteer to carry out the trash can, instead of carrying out only the liner bag. The compost buckets and landfill trash cans will not be emptied until the end of the day.

   The designated Trash Carrier can be decided with the Kitchen Team Leader.

   Explain to all volunteers that the church has three types of trash, what goes in each of these three types of containers inside church and in the alley, and what liners go in which can. (See Appendix for details.)

   - **Compost**: The small green bucket for liquids (with a “Liquids” stick sign) at the Recycle Center does not need a liner. Contents go straight in the green wheeled cart in the alley.

     There is one large green compost trash can that is active, with a “Compost” stick trash sign in it, at the Recycle Center. It needs a green compostable liner (sometimes extras are near the Recycle Center, and they are also stored in the Open Door supply cabinet in the kitchen). Don’t use white plastic liners in compost cans. There is also a backup large green compost trash can, behind the table.

     **To empty**: Move stick to backup can (that has a liner), so it becomes the active can. Carry the whole can (don’t carry just the bag—they are rather thin) to alley and empty liner plus contents into green alley cart. Return can to backup position, with a new green liner.

   - **Landfill Trash**: There is one large non-green trash can for landfill trash, with a “Landfill” or “Other” or “Regular” stick trash sign in it, behind the Recycle Center. This can needs a white plastic trash liner bag. Not much trash from the Fellowship Hall goes in this can.

     Contents of this Fellowship Hall can are combined with landfill trash contents in the kitchen at the end of Open Door.

   - **Recycle Trash**: A recycle trash container is not used in the Fellowship Hall.
9. **To-go boxes:** Kitchen Team Leader has primary responsibility for making the boxes, but works with the Fellowship Hall Team Leader regarding other food items that can be included that day and what volunteers are available to make the boxes.

To-go boxes are for guests who come into the Fellowship Hall for the first time after 10:15 (when the serving line is disassembled), or who have a particular need. The boxes are not intended for guests who have already been through the serving line.

To-go boxes are OKed by: Saturday Coordinators, Fellowship Hall Team Leader, or Kitchen Team Leader. They are familiar with who comes in for the first time after 10:15, who has already eaten, and other special situations.

**E. JOB DUTIES OF BRUNCH KITCHEN TEAM LEADER**

The Brunch Kitchen Team Leader (TL) assigns volunteers to all job duties related to food preparation and kitchen operations. This can be summarized as Pre-Wash, Food Prep, Dish Put-away, and Trash.

The TL passes by the serving line several times to see what food items need to be replenished or cooked, and may count the number of people waiting in line to see how much food yet needs to be cooked.

At about 8:45, the Fellowship Hall Team Leader plus Kitchen Team Leader plus Fig Leaf Store Manager get together for a few minutes to determine how many volunteers will go to which area.

**F. CHECK AND DO LIST FOR KITCHEN TEAM LEADER**

1. **THINGS TO CHECK WHEN YOU FIRST ARRIVE AT 8:00 (SOME ARE ALREADY DONE BY THAT TIME)**
   a. Are two of the triple sinks filled? (These are mostly used for cleaning stove grates.)
   b. Are there green compost buckets scattered throughout the kitchen, including in the laundry room?
   c. Has someone used Quik-San sanitizing spray on tables/countertops that will have food prepared on them? Did the spray sit for at least 60 seconds, to kill germs?
   d. Has the SMALL blue recycling trash can (that sometimes sits at the top of the stairs) been turned upside down, to encourage recycle trash going into only one bin (the large blue one with wheels)?
   e. Has the countertop at the top of the stairs been sprayed with Quik-San (waiting 60 seconds) and the drying mats from the laundry room placed on the countertop?
   f. Is a stack of clean, dry towels placed near the drying mats?
   g. Has orange juice been made, and are there some gallons already made waiting in the refrigerator?
   h. Do you have a green apron on (to identify Team Leaders)?
   i. Is alley door magnet placed outside the door frame, so door doesn’t close and lock behind a person in alley?
   j. Are two mop buckets prepared with 6 ounces of floor cleaner, with one placed in Fellowship Hall and one by freezer?
k. Has dishwasher been drained and refilled?
l. Have floor drains below dishwasher and below triple sink been checked for trash and cleaned out?

2. THINGS TO DO AS VOLUNTEERS ARRIVE (IN ADDITION TO WORKING WITH THE FOOD DONATIONS)
   a. Give the two-minute trash talk (describing compost, recycle, and landfill trash, and where they go in the alley). Appoint a trash-taker-outer. Show people the three different containers in the alley.
   b. Ask volunteers to make a name tag, wash hands at the handwashing sink, and put on a paper cap if they don’t already have a cap.
   c. Assign volunteers to: food chopping and preparation; dish drying.
   d. Prepare:
      1) **Eggs:** Open about three large boxes into a metal pan. Place pan in refrigerator if it’s too early to put them on the serving line. Place a pan with 25 eggs in the refrigerator for later use in 25 to-go boxes.
      2) **Fruit:** Open two–three cans of fruit, if it looks like fresh donations will not be enough for 180 people. Drain most liquid from cans. (An easy way is to use can-opener for half the lid. Take to laundry room sink. Pour off liquid. Take back to work area. Finish opening the can. Put in bowls. A large bowl will go on the serving line at the start. Have a bowl ready to serve in the refrigerator. (There is a back-up can-opener with long handle on the top shelf, left side, of Open Door supply cabinet.) Place 25 servings of fruit in a bowl; put bowl in refrigerator for later use in preparing 25 to-go boxes.
   e. At about 8:45, work with the Fellowship Hall Team Leader and a Fig Leaf representative to divide up the volunteers. If there aren’t enough to fill all needed positions upstairs and downstairs, these people will decide how to split the volunteers and who may need to double up.
   f. Place boxes of quart and gallon Zip-loc bags in front corner of kitchen, near rolling window.
   g. After serving line starts, begin making 25 to-go boxes.
      1) Clean and Quik-San sanitize the work tables and countertops to be used.
      2) Put in each box: one egg, one quesadilla, one serving of fruit, one serving of vegetables, and a compostable fork (from Open Door supply cabinet). Stove staff will put aside 25 quesadillas and some vegetables for your use.

3. THINGS TO DO AFTER SERVING LINE STARTS
   a. Pass by line frequently to see what will be needed soon. Work with Fellowship Hall TL to prepare for upcoming needed food.
   b. About 9:15, do a rough count of number of people in line, to estimate amount of food to be needed.
   c. Ask a volunteer to start consolidating the green compost buckets in the kitchen. Show the person how to use a rag to rinse out the buckets in the mop closet, and how to set them by the washing machine.
   d. Begin surveying countertops for things to be put away or cleaned.
G. PROCEDURES FOR KITCHEN TEAM LEADER

1. **Check for preparation of triple sink.** The Set Up Team may have prepared it, but may not have.
   a. The three sinks are for pre-wash, rinse, and sanitizing.
   b. **Left-most sink is the pre-wash sink:** Fill left sink about ¾ full with warm water and put some liquid dishwashing soap in it. Change water during the morning if it starts looking very dirty.
   c. **Middle sink is the rinse sink:** Fill about ¾ full with warm water.
   d. **Right-most sink is left empty.**

2. **Check for placement** of green compost buckets and landfill trash cans in kitchen. Turn any small blue recycle cans (not the large wheeled blue cart) upside down to avoid anyone putting trash in it.

3. **Place two or three white plastic garbage liners** on the back of the large blue recycle cart in kitchen, for subsequent use.

4. **Decide on use of Wheatsville Co-op donations:**
   a. Use today (determine what fruit, stir-fry vegetable, or salad dishes you want to serve)
   b. Immediate give-away table in Fellowship Hall—examples follow of things that can’t be used for brunch, or there are too many of them.

   Put following items out before 9:00—otherwise there won’t be any guests to take the items later on. Examples are naan bread, wraps, pizza crusts, rolls, hot dog buns, pineapples (too slow to prepare), obviously-too-large quantities of fruits or vegetables, bread, cardboard drinks (e.g. mango water). If it becomes apparent later in the morning that you can’t use all of a donation, then put it on the give-away table then.

5. **Assign one-two volunteers to dish drying, and one-two each to fruits and vegetables** (depending on volunteers and donations that day).

6. **Check serving line:** Pass in front of serving line several times from 9:00-10:15 to check for items that are running low. Replenish items before they run out. Serving line remains stocked until 10:15. Direct kitchen preparation of food, based on what will be needed. Go into Hall to count number of people waiting in line, to see amount that needs to be prepared.

7. **25 portions for cardboard to-go boxes:** At the beginning of brunch, set aside in baking pans, cover with foil, and put in front refrigerator, the following: 25 quesadillas, 25 eggs, 25 servings of fruit, 25 servings of vegetables. Add a compostable fork to the box. These are made when the serving line starts serving and volunteers in kitchen are available to make the plates.

8. **Quesadillas:** Set Up Shift prepares the quesadillas, and keeps them warm on a tray in the oven. Replenish serving line as needed.

9. **Hot cereal:** Oatmeal is served on the first and second Saturdays, and grits are served on the third, fourth, and fifth Saturdays.
   - Start water to boil early—it takes 10-15 minutes for the water to come to a boil.
10. **Vegetables:** Assign two-three volunteers to prepare fresh vegetables. Cook will boil frozen vegetables, or stir-fry fresh donated vegetables.
   a. There are always five packages of frozen vegetables in the chest freezer for use when there aren’t enough vegetable donations. Each package serves 25.
   b. At least two bags should be cooked, in addition to fresh donated vegetables. If there aren’t many vegetable donations, more bags should be cooked.
   c. Place one or two bags of frozen vegetables in a skillet or smallish soup pot. Depending on preference, cook can put a little oil or about ½ cup water in the pan, and can place a lid on the pot, or not.
   d. Cook puts vegetables in serving bowl, and adds oil, black pepper and maybe soy sauce or herb (check with cook).
   e. Talk with the cook about what type and what quantity of fresh vegetables will be cooked, and how many frozen packages will be cooked.
   f. Ask volunteers to spray Quik-San sanitizing spray (not 409-type cleaner) all over the rear sink in the laundry room and on the silver rolling cart nearby. This spraying should be done after the early, early use of the sink (orange juice and coffee prep) and before produce-washing begins.
   g. Vegetable volunteers wash and cut up vegetables in medium-sized (not large) mixing bowls, using an assembly line technique so the bowl has a mixture of vegetables. They take these to the cook as bowls are prepared. He stir-fries them for service as soon as they are ready.
   h. Don’t fill colander very full when rinsing—all vegetables need to get clean.
   i. It is helpful to ask volunteers to prepare the bowls within about ten minutes, due to how fast guests move through the line—the goal is to have stir-fried fresh vegetables out very close to 9:00. Otherwise the line of guests will be gone.
   j. Work with cook to be sure water has been started to boil ahead of time for frozen vegetables.

11. **Fruits:** Assign two-three volunteers for fruits.
   a. There are always six large cans of fruit in the rear refrigerator for use when there aren’t enough fruit donations.
   b. Brunch A Team Members open and put out two or three cans of canned fruit, if there are doubts as to whether donated fruit will serve 180 people. Usually, the minimum number of cans is two, if lots of fruit is donated. A can serves about 30 people.
   c. Fruit volunteers wash, cull, and cut up or otherwise prepare fruits in medium-sized mixing bowls, using an assembly line technique so the bowl has a mixture of fruit. They put out a bowl of fresh fruit (combining it with canned fruit already in line) as soon as a bowl is ready. They put medium bowls in the refrigerator, for pulling out into the line as needed. (Don’t put whole peach halves into same bowl as smaller pieces of fruit, as it is too hard to avoid giving too much fruit in one spoonful.)
   d. Don’t fill colander very full when rinsing—all fruit needs to get clean.
   e. If there aren’t many Wheatsville Co-Op fruit donations, an additional can or two of fruit may be opened, placed in a medium bowl, and placed in refrigerator for pulling out as needed.
   f. Place 25 servings of fruit into a bowl; place it in the refrigerator to be used for 25 to-go boxes.
12. **Yogurt**: In each of two different bowls, place one container of plain yogurt and one of vanilla yogurt, and stir to combine. Refrigerate one while the other is on the line.

13. **Tossed salad**: In the refrigerator are one bag of mixed salad greens and one bag of spinach. Make a tossed salad using half and half of these bags. Add the tomatoes (diced in small pieces, so more guests will get bites of tomato). Add any other items from the day’s produce donations. Put salad dressing on the salad. If salad greens are donated, these can be added or substituted for the bags of greens. Two bags of pre-purchased greens will make two large salad bowls full of salad.

14. **Desserts**: Assign volunteers to cut up donated desserts after fruit and vegetables are underway. Pies can be cut in eights or twelfths, and served from the pie pan (volunteers report they are easier to serve from the pan).

15. **Eggs**: Assign a volunteer to open several dozen egg packages. Place the eggs in a metal baking pan in the refrigerator. Open more packages as needed. They will keep 70 days unopened.

   Place 25 eggs in a pan; place the pan in the refrigerator for later use in 25 to-go boxes.

16. **Trash**: Assure there is a designated Trash Carrier who knows what trash goes in which alley cart and who knows when to empty trash.

   Visually point out the green alley carts where the compost trash goes, the recycle dumpster where recycle trash goes, and the landfill dumpster where all other trash goes. Ask volunteer to carry out the trash can, instead of carrying out only the liner bag. The compost buckets and landfill trash cans will not be emptied until the end of the day.

   The designated Trash Carrier can be decided with the Fellowship Hall Team Leader.

   Explain to all volunteers that the church has three types of trash, what goes in each of these three types of containers inside church and in the alley, and what liners go in which can. (See Appendix for details.)

   **a. Compost**: Place several small green compost buckets around the kitchen—near work tables, dishwashing sink, hand-washing sink, and laundry room.

   These accept food, paper goods, cardboard, and wood coffee stirrers.

   **b. Recycle**: There is a large blue recycle cart at the top of the stairs. Always use a white plastic garbage can liner. Empty liner plus contents into recycle dumpster in alley. Replace with new white garbage can liner (kept in Open Door supply cabinet in lower cabinet).

   This accepts plastic, glass, tin or aluminum cans, cardboard, foil, or loose paper.

   Ask volunteers to rinse items before placing them in the blue recycle cart. Please rinse in either the rear sink in the laundry room or using the sprayer at the dishwasher. They don't have to be spotless.
c. **Landfill:** There are two landfill trash cans already set up in the kitchen, with a white liner. Empty the liner plus contents in alley non-recycle dumpster (the dumpster without labels on it). Put in a new white plastic liner. This will need to be done only once at the end of Saturday.

This accepts anything not compostable or recyclable: examples—rubber gloves, plastic bags, plastic wrap, Styrofoam.

17. **Making to-go boxes:** Soon after 9:00, after the serving line has started and fruits/vegetables prep is almost completed, start making 24 to-go boxes in the kitchen, using the to-go food items that have been saved in the refrigerator or pulled from the trays of quesadillas—one hard-boiled egg, one quesadilla, one serving of fruit, one serving of vegetables, and one compostable fork (in Open Door Supply Cabinet).

To-go boxes are for guests who come into the Fellowship Hall for the first time after 10:15 (when the serving line is disassembled), or who have a particular need. The boxes are not intended for guests who have already been through the serving line.

To-go boxes are OKed by: Saturday Coordinators, Fellowship Hall Team Leader, or Kitchen Team Leader. They are familiar with who comes in for the first time after 10:15, who has already eaten, and other special situations.

18. **Using triple sink:** The sinks do not have to be full of water—enough to do the job, so as not to waste water. Refill the pre-wash and rinse sinks during the morning, when the water gets dirty or the suds are gone. The sinks are mostly used for cleaning the stove grates.

Two of the three sinks are for pre-wash and rinse. The right-most sink remains empty.

**Left-most sink is the pre-wash sink:** Fill left sink about ¾ full with warm water and put some liquid dishwashing soap in it. Change water during the morning if it starts looking very dirty.

**Middle sink is the rinse sink:** Fill about ¾ full with warm water.

**Right-most sink is left empty.**

One or two volunteers assigned to the triple sink scrub off all food particles from the dirty dishes and rinse them, so they go to the dishwasher without any residue at all.

19. **Drying dishes and storage:** The countertop near the top of the stairs should be sanitized with spray sanitizer (Quik-San) before washed dishes are placed there for drying. Then place a webbed drying mat on the counter.

Tell volunteers to air dry when possible, and to store silverware handles up.

**XII. CLEAN-UP TEAM LEADER**
• The Clean-up Team Leader leads Brunch B volunteers who clean up the kitchen, Fellowship Hall, and common areas at the end of Open Door on Saturday. The Clean-up Team Leader comes in later than the Brunch B Team Members, as Brunch B Team Members started out as kitchen and serving volunteers, and transition to being clean-up volunteers.

• Team Leaders wear green aprons, to help volunteers and guests know who to ask for volunteering directions, or who to give comments, suggestions, or questions.

• Shift time for Clean-up Team Leaders is 9:30-12:00 or until done. Shift time for Brunch B Team Members is 8:15-11:30 or until done.

• At about 11:00, the outside church door is locked.

• This shift cleans up the kitchen, Fellowship Hall, and other parts of the Education Building involved in Open Door.

• The health and safety of guests and volunteers are very important to Open Door. For this reason, guests who are not working in the kitchen should not be in the kitchen during Open Door.

• TRASH: See Appendix for description of three types of trash at UUMC and where to put them.

GENERAL NOTES FOR ALL TEAM MEMBERS:
• Find shift Team Leader and report in.
• Make a name tag.
• Wash hands in back sink.
• Wear thin plastic or latex gloves when handling food.
• Do not place any Open Door food in the Early Childhood Center (ECC) refrigerator in the rear kitchen.

A. INSTRUCTIONS FOR KITCHEN FIRE

If there is a small fire on the stove:
• Never put water on a grease fire.
• See explanation below from Rocky Mountain Fire Department, Boulder, Colorado from Internet.
• Turn the burner off.
• Put cover (non-glass) on the pan.
• Use hand-held fire extinguisher (Class K) by the stairwell.

If the fire in the kitchen is big:
• As you are leaving the kitchen, look for the fire pins by the Fellowship Hall door.
• Pull the smaller circle pin.
• After notifying the Saturday Coordinator, then pull the larger circle pin.
  o This activates the fire extinguishing material that falls onto the stovetop.
  o This turns the exhaust an over the stove to “full exhaust”.
  o This shuts down the air conditioner system.

ROCKY MOUNTAIN FIRE DEPARTMENT, BOULDER, COLORADO

Kitchen Grease Fire
**Kitchen Fire Safety:**

At Fire Fighting Training schools they demonstrate this with a deep fat fryer set in an open field. An instructor would don a fire suit and using an 8 oz cup at the end of a 10 foot pole toss water onto the grease fire. (The results got the attention of the students.) The water, being heavier than the oil, sinks to the bottom where it instantly becomes superheated. The explosive force of the steam blows the burning oil up and out. On the open field, it became a thirty foot high fireball that resembled a nuclear blast. Inside the confines of a kitchen, the fireball hits the ceiling and fills the entire room.

Also, do not throw sugar or flour on a grease fire. One cup creates the explosive force of two sticks of dynamite.

**Extinguishing a Grease Fire**

Grease fires happen when collections of oil or grease on a stove, oven or fryer get hot enough to ignite. Grease fires are extremely dangerous because the fuel source (the grease) is a liquid, and easily splashed. Grease fires burn very hot and can quickly spread to cabinets or other flammable areas of the kitchen.

The most important thing you can do to prevent a fire in the kitchen is to stay put while cooking. The NFPA reports that unattended cooking is the leading cause of home cooking fires. Stay by the stove and be prepared for flames.

You only have a few moments to either put out a grease fire or escape the house.

**Here’s how:**

22. **DO NOT USE WATER ON A GREASE FIRE!** (see Tips) Start evacuating everyone from the building. Fires spread extremely fast and can overwhelm victims in minutes. Treat burns only after evacuating the building.

23. **Turn off the burner!** The fire might go out with this simple step.

24. **Call 911.** There’s no reason to wait, Rocky Mountain Fire will be there to assist even if you manage to get the fire out.

25. The easiest way to smother a grease fire is to cover it with a pan lid. Be careful with glass lids; they can break from the extreme heat of open flame.

26. Grease fires can also be smothered with baking soda, but it takes a lot of baking soda to do the trick. Unless the baking soda is easily accessible, it’s usually easier to quickly find a lid.

27. A dry chemical fire extinguisher will also work, but it will contaminate your kitchen and food. Class K fire extinguishers are available to put out grease and other kitchen fires, but they are usually only found in commercial kitchens.

28. A newly developed fire extinguishing spray is now available. Highly effective on common household fires including grease fires. Dispensed from a common aerosol spray can.

**Tips:**

- **DO NOT PUT WATER ON A GREASE FIRE!** This can not be stressed enough. Pouring water on burning grease or oil will not extinguish the fire. It will only cause the burning oil to splash, spreading the grease fire around.

- **DO NOT TRY TO CARRY THE FIRE OUTSIDE!** Trying to carry a pot or pan full of burning oil will just slosh and splash the grease fire.

- Treat burns only after the fire is contained or the building is completely evacuated. Call 911 if a serious burn is experienced.

- If clothes are caught on fire, **STOP, DROP, and ROLL** to extinguish them.
B.  **JOB DUTIES OF CLEAN-UP TEAM LEADER**

The Clean-up Team Leader assigns volunteers to all job duties related to leaving the kitchen, Fellowship Hall, and common areas clean and ready for Monday. The Team Leader monitors all job duties during the shift, and then assigns volunteers when help is needed.

In addition, the Team Leader does the following clean-up tasks:
1. Sign volunteer forms as needed.
2. Check to be sure there is no Open Door food in the Early Childhood Center (ECC) refrigerator.
3. Check that the Fellowship Hall is ready for use by church on Monday.
4. Check to see that library is ready for use by church on Monday.
5. Check to see that kitchen is ready for use by church on Monday.
6. Remove the magnet that keeps the alley door open. Store on inside of door frame. Be sure door is locked at end of day.
7. Review final building status with custodian before leaving, if custodian is present.
8. Turn out the lights—the security lights over the dishwasher are never turned off.
9. Team Leader is the last person out of the building, if custodian is not present.

C.  **CHECK AND DO LIST FOR CLEAN-UP TEAM LEADER**

1. **THINGS TO ASSIGN VOLUNTEERS TO DO**
   a. Review the three types of trash (compost, recycle, landfill), liner bags, and disposal in alley. Appoint a designated trash-taker-outer, if one has not been appointed.
   b. Show volunteers where cleaning rags are kept (to the right of the clothes dryer).
   c. Mark with “opened on today’s date” any food container that goes into the refrigerator.
   d. Survey countertops periodically to find things to put away.
   e. Show and assign volunteers the following activities:
      1) Empty and consolidate green five-gallon compost cans down to just a couple, and then down to one.
      2) Rinse cans with a little water and a cleaning rag in the mop closet, and set them near washing machine, open end up. Don’t stack them one inside the other, as they will stick to each other. Leave one under hand-washing sink, for church use.
      3) Empty ice from ice chest, spray interior of chest and lid with Quik-San disinfectant spray (without wiping it out), and then arrange chest with lid crossways (not closed), so ice chest can air dry.
      4) Stack bus tubs on bottom shelf of a metal work table.
      5) Rinse out all sinks so they are clean.
      6) Assign dish dryers, explaining how to wear gloves, arrange silverware and trays, and where to put dry dishes.
         a) Stainless steel table at end of dishwasher, countertop at top of stairs, and nearby work table are used for sanitized or dried dishes. No dirty dishes should be placed there. Use spray food contact sanitizer on these areas. Let it sit for 60 seconds.
         b) Place drying mats on surface. Then place clean or wet dishes on the mats.
c) Dry and put away dishes, drinking glasses, silverware, utensils, pots, and pans. Cabinets
and drawers have labels on the outside, showing location of items. Utensil drawers
contain individual bins with labels.

d) Towels are in two drawers. For ease in getting fresh dry towels, someone can place a
stack of dry towels on the counter near the drying area.

7) Spray and wipe black cart and silver cart with spray cleaner.
8) Combine partly-used bottles of True Grit spray cleaner and Quik-San spray sanitizer. Tell
volunteers to combine only bottles of the same type.

2. **THINGS TO CHECK TO SEE THAT SOMEONE HAS DONE**

a. **Kitchen stove:**
   
   Clean stove, griddle, oven, and area around the stove.

   1) **GRIDDLE AND CAST IRON GRATES:** If you work on griddle and grates while still slightly
   warm, grease or food is easier to remove. Don’t run hot grates under water—it can crack
   the iron.
      
      a) Remove griddle. Wipe with paper towels to remove excess grease. Clean
         griddle with griddle scraper. Clean with grill brick. Wipe with paper towels.
      b) Place warm (not hot) grates in two triple-sink sinks that have water and dish
         soap. Use a scrubber to lightly scrub each grate. Rinse grates. Don’t run
         hot grates under water—it can crack the iron.

   2) **FOIL:** Remove magnets and throw away foil on back of stove. Note how foil “has a hem”
   that protects the seam between the vertical back of the stove and horizontal body of the
   stove—keeping this seam covered with foil prevents LOTS of elbow grease to remove burnt
   food from seam. At the end of cleaning, you’ll replace foil with this same hem at the
   bottom.

   3) **BACK OF STOVE, VERTICAL DIVIDERS UNDER GRATES, TOP AND UNDERNEATH OF
      OVERHEAD SHELF, FRONT STRIP ABOVE KNOBS, METAL WALL TO LEFT OF STOVE:** Use
   paper towels to wipe off bulk of grease. Then use spray cleaner on all these surfaces.

   4) **TWO CRUMB TRAYS:** Pull out crumb trays (handles are below knobs). Wipe or rinse off.

   5) **FOIL:** Put DOUBLE layer of heavy duty foil (top of refrigerator) on back of stove—leave a
   hem to overlap bottom seam. Attach with magnets.

   6) **REPLACE GRATES:** Replace back row of grates, so they sit on the foil hem. Replace front
   grates.

   7) **OVEN:** If necessary, wipe out oven with water-wet sponge.

   8) **FRONT OF STOVE:** At beginning of stove cleaning, put wet paper towels on hardened food
   on the metal above the burners, so food can soften. Clean front of stove, handles, and
   under-lip of top (above knobs).

b. **Kitchen:** Be sure all chemicals and first aid supplies are on the bottom shelf of Open Door supply
   cabinet, and that no food, foil, or baggies are on the bottom shelf. This is a Health Department
   requirement, which they check for.

c. **Fellowship Hall:**
   
   1) Spray dining tables with spray cleaner (not Quik-San) and wipe off. Store tables in closets.
   2) Sweep perimeter before stacking chairs and sweeping rest of room.
3) Mop floor, changing water frequently. Use only six ounces (one paper coffee cup) of floor cleaner in mop bucket.
4) Wipe wood table with a slightly damp cloth.
5) Move black rolling cart and everything from Recycle Center (including trash cans) to kitchen to clean up and put away.
6) Leave a set of three trash cans on the east wall for church use during the week: one green compost can with green liner, one small blue recycle can with white plastic liner, one grey or black landfill can with white plastic liner.

d. **Bathrooms:** Sweep and mop second floor bathrooms. Empty trash cans, and place a new small plastic liner in can.

e. **Hallway floor areas on second floor:** Sweep and mop.

f. **Stairwell:** Sweep stairs from fourth floor down to lobby. Wipe railings from fourth floor to entrance with a slightly damp cloth.

3. **VERY LAST THINGS TO DO**

a. Check Open Door supply cabinet to be sure there are no cleaning supplies on any shelf except the bottom one. Check to be sure there are no food, paper, or foil supplies (anything used with food) on the bottom shelf.

b. Check windows in Fellowship Hall, kitchen, and laundry room to be sure they are closed and locked. For the west side, that may require someone standing on the balcony and pushing the window in, as someone locks it.

c. **Sweep and mop kitchen and laundry room:**
   1) Sweep and mop kitchen and laundry room. Mop three feet away from the drinking glass racks.
   2) Change the mop water frequently, to avoid mopping muddy water around. Use only one paper coffee cup (six ounces) of liquid floor cleaner to four gallons of water (marked on inside of mop bucket) for each mop bucket.
   3) Leave the mop buckets empty and slightly rinsed.

d. **Start a load of laundry:**
   1) Put dirty laundry in the washing machine. Fill tub to maximum of ¾ full.
   2) Fill left-hand dispenser no higher than the "Normal" line. Use less if it is a smallish load. Open Door's bottle of detergent is on the bottom shelf of the Open Door supply cabinet.
   3) Health Department rules require this detergent to be on a shelf not in contact with food or food contact items (e.g. foil). Please return the bottle to the bottom shelf.
   4) Press Power button.
   5) Turn the round dial to the "normal" choice on the left column. Choose the hot water button and the heavy soil button (on the right).
   6) Press Start button.

e. **Countertops and metal work tables:** Check that everything related to Open Door is cleared from countertops and work tables, and that those surfaces have been cleaned with spray cleaner (not Quik-San sanitizer).

f. **Dishwasher:**
   1) Wash drying mats.
   2) Remove and clean the garbage filter basket.
3)  Turn off the dishwasher and the dishwasher fan.
4)  Open the drain with the lever on the outside of the dishwasher and reclose it after it drains.
5)  Be sure the tube which closes the drainage hole is properly re-seated.

g.  Clearing Building: Be sure all people are gone from the building (first and fourth floors) before you leave--you are the last person out. Check with a Coordinator (C. L., Will, Cade) regarding fourth floor.

h.  Doors:
   1)  Alley door: Move magnet to sit on the tape on the inside of the door frame, so door closes and locks.
   2)  Check the alley door and front glass doors from the outside as you leave, to be sure they are locked.

D.  JOBS ASSIGNED EACH SATURDAY BY CLEAN-UP TEAM LEADER
1.  Dishwashing (assigned in coordination with Saturday Coordinator)
2.  Dish drying and storage
3.  Fellowship Hall clean-up
4.  Kitchen clean-up
5.  Bathroom clean-up
6.  Library and stairwell clean-up
7.  Laundry

E.  DISHWASHING

The dishwasher volunteer is assigned in coordination with the Saturday Coordinator.
1.  Wash dishes starting during preparation, so a backlog of dirty dishes does not build up.
2.  Dirty dishes go to the left of the dishwashing sink.
3.  Stainless steel table at end of dishwasher, countertop at top of stairs, and nearby work table are used for sanitized or dried dishes. No dirty dishes should be placed there.
   a.  Use spray food contact sanitizer on these areas. Let it sit for 60 seconds.
   b.  Place drying mats on surface. Then place clean or wet dishes on the mats.
4.  At the end of brunch, take the following steps:
   a.  Remove and clean the garbage filter basket.
   b.  Open the drain with the lever on the outside of the dishwasher and reclose it after it drains.
   c.  Be sure the tube which closes the drainage hole is properly re-seated.
   d.  Turn off the dishwasher and the dishwasher fan.

F.  DISH DRYING AND STORAGE

1.  Stainless steel table at end of dishwasher, countertop at top of stairs, and nearby work table are used for sanitized or dried dishes. No dirty dishes should be placed there.
   a.  Use spray food contact sanitizer on these areas. Let it sit for 60 seconds.
   b.  Place drying mats on surface. Then place clean or wet dishes on the mats.
2.  Dry and put away dishes, drinking glasses, silverware, utensils, pots, and pans. **LABELS:** Cabinets have labels on the outside, showing location of items.
3. Towels are in two drawers. For ease in getting fresh dry towels, someone can place a stack of dry towels on the counter near the drying area.

G. FELLOWSHIP HALL CLEAN-UP

TRASH: See Appendix for description of three types of trash at UUMC and where to put them.

1. Remove any trash, used silverware, or used blue or clear drinking glasses to Recycle Center or kitchen.

2. Use small green “crumb” buckets (below laundry room sink) to scrape dry food from dining and serving tables. Then use spray 409 and a rag to clean tables, including wiping edges of table.

3. Store serving tables, coffee service tables, and dining tables. Before sweeping, place the chairs away from the wall, so the perimeter can be swept and mopped. Then place chairs against the walls—don’t block any doors.

4. Sweep Fellowship Hall. Move chairs around and sweep perimeter of room and under any tables or chairs.

5. Empty compost, recycling, and landfill trash cans.


7. Mop Fellowship Hall and second floor hallway with clean water. Use only one coffee cup (about six ounces) of floor cleaner and four gallons (second mark in bucket from bottom) of water for each mop bucket.

   Change water when it begins to look dark—otherwise the dirty water is spread around on the floor, and it is visible. Then return chairs to perimeter of room.

H. KITCHEN CLEAN-UP

TRASH: See Appendix for description of three types of trash at UUMC and where to put them.

1. Tell volunteers about three types of trash at UUMC and where to put them.

2. Show volunteers where clean cleaning rags are kept (cabinet by clothes dryer).

3. Ask volunteers to rinse items before placing them in the blue recycle cart. Please rinse in either the rear sink in the laundry room or using the sprayer at the dishwasher. They don’t have to be spotless.

4. Store leftover food in Open Door refrigerator. If the food container has been opened, write the open date on it. Don’t put any Open Door food in the Early Childhood Center (ECC) refrigerator.
Dry cereal: Put opened and unopened boxes into the rear Open Door supply cabinet. If there is no clothespin for the opened packages, put them in refrigerator (ant control).

5. Regarding condiments used in Fellowship Hall: Don’t put leftover food back in its original container if it has been open in a serving bowl (e.g. jalapenos, raisins, jelly,). Throw it away. Put the jars or packages with food remaining in them (jalapenos, jelly, peanut butter, raisins) in the Open Door refrigerator.

White sugar: Throw away white sugar that was in sugar pourers. Wash the sugar dispensers. Leave lids off when storing in Open Door supply cabinet, so container can fully air dry.

Salsa servers: Throw away salsa that was in a salsa pourer. Wash salsa servers.

6. Coffee pots: Empty coffee grounds in baskets into a small green compost bucket. Rinse coffee pots at a sink. Move baskets, stems, and lids to dishwashing area.

7. Clean counters with Formula 409 cleaning spray.

8. As morning clean-up continues, consolidate the contents of small green compost buckets. Wipe out large residue with paper towel. Rinse in mop closet, using a clean cleaning rag. Store compost buckets, open end up, near clothes drier. Do not stack them, as they will stick together.

9. Take garbage bags to alley cans (compost, recycle, landfill). Put new liners in landfill trash cans and in blue recycle cart, if needed.

   Place a set of compost/small blue recycle/landfill cans with green/white/white liners in the Fellowship Hall.

10. Spray trash stick signs with 409 cleaning spray, and store in large round tube kept in open coat rack in Fellowship Hall.

11. Clean two rolling carts with 409 cleaning spray.

12. Combine partly-used bottles of True Grit spray cleaner and Quik-San spray sanitizer. Tell volunteers to combine only bottles of the same type.

13. Clean stove, griddle, grates, and oven. Check ovens to be sure they are turned off and no food dishes are inside. Sequential steps:

   - Put on an apron (to keep from getting greasy). Bring a roll of paper towels and a trash can close to you.

   a. **GRIDDLE AND CAST IRON GRATGES**: If you work on griddle and grates while still slightly warm, grease or food is easier to remove. Don’t run hot grates under water—it can crack the iron.

   - Move griddle to metal work table. Wipe with paper towels to remove excess grease. Clean griddle with griddle scraper. Be sure to clean corners and seams. Clean with grill brick,
including corners and seams—“sand” the griddle with the brick, using the brick like sandpaper. Wipe with paper towels until clean. Apply light coat of canola.

- Remove grates to table and allow to cool. Don’t run hot grates under water--this can crack the iron.

- Place a few at a time in the left sink to soak. Use a wire scrubber to lightly scrub each grate.

- Rinse grates by dipping in middle sink’s clear water. Place clean grates on metal work tables.

b. **FOIL:** Remove magnets and put used foil on back of stove into the blue recycle cart in kitchen. Note how foil has a “lip” that protects the seam between the vertical back of the stove and horizontal body of the stove—keeping this seam covered with foil prevents LOTS of elbow grease to remove burnt food from seam. At the end of cleaning, you’ll put new foil on the back with this same lip at the bottom. Use two layers of foil—roll length of foil onto work table, then double this. Make it long enough to cover the upright part of the pot-filler fixture (length of one work table plus two feet, then double this back).

c. **BACK OF STOVE, VERTICAL DIVIDERS UNDER GRATES, TOP AND UNDERNEATH OF OVERHEAD SHELF, FRONT STRIP ABOVE KNOBS:** Use paper towels to wipe off bulk of grease. Put wet paper towels on hardened spots. Let them sit for a few minutes.

- Use wet green scrubber (not wire scrubber--will scratch) to wipe off these surfaces.

- Knock loose food off vertical grate dividers, and wipe.

d. **TWO CRUMB TRAYS:** Pull out crumb trays (handles are below knobs). Wipe or rinse off.

e. **FOIL:** Put DOUBLE layer of heavy duty foil (from Open Door supply cabinet) on back of stove—leave a lip to overlap bottom seam—and extend it beyond stove to cover upright part of pot filler. Attach with magnets. (Note “FOIL” above.)

f. **REPLACE GRATES:** Replace back row of grates, so they sit on the foil lip. Replace front grates.

g. **OVEN:** If necessary, wipe out oven with water-wet sponge.

h. **FRONT OF STOVE:** With water-wet sponge, wipe front of stove, handles, and under-lip of top (above knobs).

14. Wipe out the triple sink.

15. Sweep the kitchen floor, including under cabinet/refrigerator/stove edges, and under sinks.
16. Mop the kitchen floor. Use only one coffee cup (about six ounces) of floor cleaner and four gallons (second mark in bucket from bottom) of water for each mop bucket. Change water when it begins to look dark—otherwise the dirty water is spread around on the floor, and it is visible.

When mopping, move the dishwasher racks holding the drinking tumblers ten feet away from the mop.

17. Check to be sure there is no Open Door food in the Early Childhood Center (ECC) refrigerator or in the ECC Supply Cabinet in the laundry room.

14. Check to be sure chemical or cleaning supplies are stored on only the bottom shelf of the Open Door supply cabinet—not on upper shelves. Food usage items such as plastic bags or aluminum foil must not be stored on the bottom shelf, as they will touch food used in the future.

15. Remove the magnet that keeps the alley door open. Store on inside of door frame. Be sure door is locked at end of day.

I. LIBRARY, STAIRWELL, AND RESTROOM CLEAN-UP

1. **Library:** Clean library. Wipe wood surfaces with clean water, not bleach water. Vacuum. Empty trash can and put a new liner in can. Straighten up library.

2. **Stairwells:** Sweep stairwells from lobby to fourth floor.

3. **Stairwells:** Wipe handrails from lobby to fourth floor with a cloth dampened with water.

4. **Restrooms:** Sweep and mop second floor restrooms with clean water. Empty trash can and put a new liner in can.

J. LAUNDRY

There are baskets on the countertop in the laundry room near the washer and dryer, labeled for dirty laundry and for clean and dry kitchen linen. The cabinet near the dryer has clean kitchen rags--clean towels with large holes or large stains. These are for clean-up. There are also some clean-up rags in the corner of the main kitchen towel drawers.

1. Put dirty or wet towels and kitchen linens in the dirty laundry baskets over the washer.

2. Wash a load of laundry whenever there is enough for a full load. Pour liquid HD clothes detergent to the NORMAL line in the receptacle. Wash on hot and heavy wash settings.

3. Move clean wet laundry to the dryer. Move dry linens from dryer to clean kitchen linen basket on top of dryer for later folding. Clean out the lint trap in the dryer.

4. Clean dish towels, aprons, pot holders, and wash cloths are stored in the labeled drawers for same.

5. At the end of the day, be sure all dirty linens are in the dirty laundry basket in the laundry room, if there isn’t enough for a full wash load.

Do not leave the washer or dryer running if no one is left in the building, to guard against unexpected plumbing or fire problems. Normally the custodian will be in the building after volunteers have left.
XIII. DESCRIPTION OF 2018 LES DAMES D’ESCOFFIER HOLIDAY MEAL
AND 2018 WINTER FESTIVAL WITH SANTA CLAUS

A. SATURDAY, DECEMBER 1, 2018--LES DAMES D’ESCOFFIER HOLIDAY MEAL

--- Pok-e-Joe’s delivered at 9:00, and we served at 9:30. Will placed the order (copy available through
Cindy Reeves for reimbursement, Wanda, or Will), and asked them not to send paper plates, napkins,
cups, or cutlery. Fig Leaf was open.

--- Larry and Gay finalized shopping list shortly before Dec. 1. Text:

BUY OR HAVE:

-- coffee       -- salt and pepper
-- creamer      -- orange juice
-- white sugar  -- less milk than usual, to account for no cereal
-- Sweet ‘n Low -- both sizes Zip-loc bag
-- liquid Parkay -- more than 25 to-go boxes
-- 300 dessert plates -- lots of napkins

DON'T BUY:

-- hot cereal   -- tortillas
-- raisins      -- beans
-- cold cereal  -- Ro-tel
-- hard-boiled eggs -- cheese
-- frozen vegetables -- onions
-- canned fruit -- jalapenos
-- yogurt       -- picante sauce
-- brown sugar  -- ground turkey
-- lettuce      -- spices
-- fresh tomatoes -- canola oil
-- soy sauce    -- stick margarine
-- salad dressing

--- Since Les Dames provides kitchen prep and serving work, Gay let Judy Trejo know that we could use
6-8 volunteers for clean-up, and 6-8 people for the Fellowship Hall. These may be the same
people. We still scheduled regular Team Leaders.

--- Fig Leaf Store was open that day.

--- On Nov. 20, Gay sent a description of trash separation to Les Dames dinner chairperson Tabatha
Stephens (tab_ns@yahoo.com). Previous chair (also currently participating) was Pam Nevarez,
nevarchef (nevarchef@hotmail.com). Text of trash details to be shared with Les Dames:

There are three types of trash at UUMC: COMPOSTABLE, RECYCLABLE, and LANDFILL. These are defined
below.
White plastic garbage liners and green compostable liners will be on the counter. Please put recyclable items (such as aluminum foil pans and butter containers) by the dishwasher for a quick rinse before placing them in the blue recycle cart in the kitchen.

1. **COMPOSTABLE ITEMS**: All food; paper products without wax coating (plates, bowls, cups, napkins); cardboard (cardboard usually goes in the recycle containers, as these are larger than the compost containers); wood coffee stirrers. No plastic or metal on item.

**INDOOR CANS**: Place items in the large garbage cans with green liners or the small green compost buckets. Some cans and buckets are marked “Compost”.

**OUTDOOR CANS**: Place compostable trash in the alley green carts labeled “Compost”. Items can be placed in the green carts with a green bag or loose, without a bag.

2. **RECYCLABLE ITEMS**: Aluminum cans; tin cans; plastic containers; milk jugs; juice, salsa, syrup, soda pop containers; yogurt containers; plastic fruit or vegetable tubs; foil and foil pans; clamshell “to go” boxes (not Styrofoam); cardboard; glass. No styrofoam, plastic garbage bags, or gloves.

**INDOOR CANS**: Place items in large blue wheeled can in kitchen. After removing a full bag, place a new white plastic garbage liner in the recycle cart.

**OUTDOOR CANS**: Place recyclables in recycle dumpster in alley with green triangular recycling symbol. These items can be placed in dumpster with or without a plastic garbage liner. Please flatten cardboard boxes.

3. **LANDFILL TRASH ITEMS**: Everything not compostable or recyclable-- shrink-wrap; grocery bags; disposable gloves; Styrofoam.

**INDOOR CANS**: Place items in large gray or black garbage cans with a white plastic liner.

**OUTDOOR CANS**: Place landfill trash in the large metal dumpster labeled “Landfill” in the alley. These items can be placed in dumpster with or without a plastic garbage liner.

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### B. SATURDAY, DECEMBER 15--WINTER FESTIVAL (ANGEL TREE, SANTA CLAUS, ADULT GIFT BAGS)

Three areas of coordination activities:

1. **ANGEL TREE FOR CHILDREN**

   --- Socorro Casas-Doyle was in charge of this area. She put up the new Christmas tree as Angel Tree in the narthex Sunday, Nov. 18th. It remained there until the following Sunday (Nov. 25), when it was moved to the Fellowship Hall to be part of the Alternative Gift Market. The Angel Tree was present during the Gift Market. At the end of the day, it was moved to the nook in the main hallway, outside the church office. There were a few tags remaining on the tree. Socorro waited until the following Wednesday to see if the tags would be taken. She then took those remaining tags to buy presents for.
--- Sign-up (through Socorro) for Angel Tree gifts started in early November. There is no sign-up deadline—usually every tag is on the tree by the time of the Alternative Gift Market. Fifty children were on the list, and there were a few additional gifts of some kind for unforeseen events. There were also children’s gift stockings for each of the 50 children. If an adult asked for a gift for her child, whether the child is present or not Socorro asked the adult to wait until the end of the event. Any remaining gifts (bought by Socorro personally) were stored in her garage for next year.

--- The Angel Tree was moved to the choir room early on the festival day.

--- Close to Saturday, the 15th, Socorro asked a couple of people to be available to wrap packages as needed prior to that Saturday.

--- Emily Roe’s dad was Santa Claus.

--- Emily arrived at 9:00 a.m. with Santa Claus, Mrs. Claus, and six elves. They staged the choir room (layout of room, and gifts arranged by family) from 9-9:30.

--- The children and their families ate first in the Fellowship Hall. Then they went to the UUMC chapel for a festival of activities (see below). If weather had been warmer, waiting area activities would have been in the courtyard.

--- At 9:30 Socorro and her helper brought the first family to Santa. They were runners bringing the families, one family at a time, to receive the presents.

--- One elf guarded the presents in the Heath Conference room.

--- Emily and 1-2 other elves resupplied the gifts (three families at a time) on a consistent basis so that there is no lag time waiting for the presents.

--- The children got their presents. An elf took their photo on the guest’s phone, and an elf will ask them to sign a large thank you card. Emily brought a poster board size card and markers, for the thank you card.

--- Emily’s family reset the choir room after the last family leaves.

--- For the families on the list who were unable to attend the Saturday event, presents were delivered Saturday afternoon or on other dates by Socorro and her helper.

--- Wanda Evans prepared the festival activities in chapel. Families waited here and did activities until called to Santa Claus.

--- For the chapel activities, Judy Trejo arranged for about 4-5 volunteers with one volunteer Andrea speaking Spanish. The family volunteer shift is 8:30am-noon, to include clean-up of family waiting area.
--- Activities included coloring and the fishing game, where the children received a small trinket at the end of the line. These two were the most popular activities.

--- Other items were used and then packed into labeled boxes and stored in a small storage nook on the fourth floor which is located in the room where people wait to go into the clothing closets.

--- The items stored are:

1. A Santa bean bag toss game
2. A Frosty the Snowman bean toss game
3. An inflatable game where a child can toss a hoop over a reindeer antler
4. An inflatable toss the balls into a square box game. It’s supposed to be a tac-tac-toe game but she just let the kids throw the balls into any of the little slots.
5. Three hula hoops
6. Coloring pages and about 30 packs of 8 colors. We started out with 48 packs of 8 colors.
7. A fishing game. The child reels a fishing line over a sheet and the volunteer attaches a cheap toy to the line. The rod and reel look like an adult’s, except they are made of plastic. Most fish and trinkets were given away.
8. Decorations, condition unknown.
9. Plastic tablecloths
10. Artificial snowballs

--- Warm cocoa was served. Background Christmas music from a CD was played.

2. **ADULT GIFT BAGS**
--- Heather Lee was in charge of this area. She and Tim Clark prepared 200 adult gift bags. They consisted of a gift bag, hat, gloves, wool socks, and candy. Youth stuffed the bags.

--- Heather ordered the hats and gloves herself through Amazon, using Fig Leaf funds. Candy was donated by Kiersten Dube, from Halloween donations. Gay contacted the University of Texas service group Texas Socks for the Sole (txsocksforthesole.gmail.com or vicepresident@txsocksforthesole.org, Nancy Trinh--coordinator). They donated 200 pairs of socks. We decided to save them for warmer weather. Gay bought 200 pairs of wool blend socks, $1.75 each at this sale price at Costco, paid for with Fig Leaf funds.

--- Bags were distributed as the guest went into the Fellowship Hall for brunch. Note: It may be preferable to distribute the bags as the guest leaves the Fellowship Hall.

--- Vendors used for hats and gloves were found on Amazon by Heather.
3. **WINTER FESTIVAL DAY TRAFFIC FLOW**
--- Fig Leaf Store was open.

--- Wanda, C. L., Will, Socorro, and Emily worked together to plan all aspects of movement and schedule of children and adults, such as: how families would be identified before food service; how they would move to courtyard or chapel for waiting period; location of tree, Santa Claus, active gifts, and waiting gifts; where families seeing Santa, and families awaiting seeing Santa would wait; how families would move from waiting area to Santa; how families would leave the choir room.

4. **THINGS TO REMEMBER OR DO DIFFERENTLY NEXT YEAR**
--- Give a list of the Angel Tree family and children names to all in charge—the person in the Santa Claus area, the person in charge of getting families to Santa Claus, and the person in charge of the children’s waiting/activity area. Talk with parents rather than with children if there any concerns or questions.

--- Hand out Adult Gift Bags as the guest leaves the Fellowship Hall after brunch, instead of as he/she is starting to stand in line.

--- The Board might consider purchasing a few extra gifts for unforeseen circumstances.

--- Appoint one central person in charge of the whole event.

--- Determine how families with gifts are identified as they come into the Fellowship Hall on the event day, how they are brought to the front of the brunch line, and how they are escorted to the waiting area/chapel.

**XIV. FIG LEAF STORE**

The Fig Leaf Store ministry is a long-standing and unique ministry within UUMC and the Austin community. The Store tries to follow the words of Jesus when He said:

> 35 For I was hungry and you gave me something to eat, I was thirsty, and you gave me something to drink, I was a stranger and you invited me in, 35 I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.

Volunteers from within the congregation of UUMC and from the greater Austin community are welcomed. Fig Leaf Store assumes that all those who volunteer do so because they too are called to this ministry of clothing those in need. Therefore, no special privileges, other than the privilege of being a recipient of God’s grace, will be given to any who volunteer.

The Fig Leaf Store program has volunteer positions for:

- Fig Leaf Coordinator
- Saturday Store Managers and Team Members
- Clothing Sorting Coordinator
- Purchaser

**A. GENERAL STORE GUIDELINES**

- The Store is open Saturdays from 9:00-10:15. It is closed when Interfaith Hospitality Network (IHN) is in residence.
• The shift time for Store Managers is 8:30-11:00, and for Team Members 8:30-10:45. Guest volunteers arrive at 8:50. Each Saturday there will be one or two co-Store Managers.
  o A guest volunteer is a guest volunteering in the kitchen, Fellowship Hall, or the Fig Leaf Store that day.
  o A guest volunteer receives the same clothes and supplies that a guest shopper receives. The benefit received is the opportunity to have the first choice of items by getting to shop first.
• Shopping will close at 10:15, but Store Managers and Team Members will stay until 11:00 to close up.
• If you have questions, or something doesn’t feel right, look for the Fig Leaf Store Store Manager.
• For questions regarding Store operations, please contact Suzanne Rabb.
• **During the week:** The Store will remain closed unless opened by a Fig Leaf Store Manager, Sorting Coordinator, or a volunteer designated by them. The exception to this is during the week when people in need come into the church in search of clothing. Church staff and/or clergy are welcome to bring people up to the Store as long as they are supervised and abide by the clothing limitations in this section.

**B. JOB DUTIES OF FIG LEAF COORDINATOR**

The Coordinator is responsible for the smooth running of the Fig Leaf store and communication with the different components of volunteers, congregants, community organizations, vendors and Open Door Board. Usually the Coordinator acts as liaison to the board so that communications from board to Fig Leaf constituents are received at board meeting or soon thereafter. Therefore, volunteers and stakeholders are notified regarding issues and guidelines in a consistent and timely way.

The Coordinator works with the following groups, people, and special projects:

1. **OPEN DOOR BOARD**

   The board meets the fourth Monday of every month, or as announced at the previous meeting. As Fig Leaf liaison to the board, the Coordinator is a member of the Executive Committee which may be contacted by any board member via e-mail between meetings. Typically, this communication is regarding issues that need to be considered before the next scheduled meeting, or it can be something that needs approval, such as a special purchase. The Coordinator is responsible for a verbal report at each board meeting to keep board up to date on Fig Leaf activities and issues to be resolved. A typical communication could include volunteer and guest volunteer issues and information regarding Fig Leaf activities and projects.

2. **CONGREGANTS AND COMMUNITY ORGANIZATIONS**

   Coordinator represents Fig Leaf and is often asked for information from people in the congregation and other community groups. It is important to be open to communication from people who are interested in donating items and volunteering. It is often as simple as referring someone to Judy Trejo to schedule a volunteer time. Sometimes Judy will e-mail or call Coordinator regarding things she wants to discuss.

   We have an on-going relationship with Micah 6 and the eleven Micah 6 churches. When donations are needed, the Micah 6 church representatives will post announcements in their church’s communication venues. Each church has a Micah 6 representative. Micah 6 also has a Street Youth Committee and a Women’s Resource Group that can be helpful if Coordinator has a concern about a
young person dependent on the streets. The Thursday afternoon street youth drop-in at UUMC is a chance for the youth to be inside, recreate and use the Fig Leaf store. It is a collaboration between Micah 6 and Terry Cole’s Street Youth Ministries and, as such, is not an Open Door program.

About four times a year, Interfaith Hospitality Network (IHN) spends a week on our fourth floor. The UUMC IHN Coordinator will contact the Fig Leaf Coordinator with the schedule. FL Coordinator, however, needs to stay on top of this, in case IHN Coordinator neglects to inform us. During this time, one or both stores need to be available for families to “camp” in them. The Saturday before IHN comes in on Sunday, the racks are moved from the stores into the attic. The IHN Coordinator will tell FL Coordinator what areas families need. It is the store manager’s duty (on the Saturday before) to see that the space is cleared. You can often leave tables and storage shelving set up and pushed out of the way for a small family. There are some good guidelines for making ready for IHN in our (very outdated) Fig Leaf Manual which is located in the book shelves, just inside the attic to the right.

3. **FIG LEAF STORE MANAGERS**

It is the Coordinator’s responsibility to communicate with the Store Managers, as needed. Store Managers act as team leaders and are assigned, typically, to one Saturday per month. It is best to have a substitute manager who can be available as needed. This is especially important during the summer months and on spring and winter breaks when our student groups are gone. When a Saturday slot opens for a manager, it is the Coordinator’s responsibility to communicate with Judy Trejo and with the congregation via E-Connection, word of mouth, etc. to fill that spot.

Fig Leaf volunteers often include managers outside the church--from other congregations and community groups. Sometimes managers responsible for other Saturdays are willing to work two Saturdays until spot is filled. Coordinator also communicates, usually via e-mail, to keep managers up to date on Fig Leaf activities and information received at board meetings.

“Guest Volunteers,” our Saturday guests who are homeless or marginally housed, act as support staff in the Fig Leaf on a regular basis, often coming in every Saturday. They are supervised by the manager on duty. One is needed in the large room where guests wait to shop. One is needed to check guest bags. Often the manager assigns guest volunteers to other slots like working in the stores, sorting, and assisting volunteer in the main waiting area. The guest volunteers who work the main room also keep track of the number of people who come in (hash tags – men, women, children) and turn in the statistics each Saturday to Larry Hill. Larry keeps all statistics for Open Door which are helpful when it is time to create the yearly budget.

Because there are a few guest volunteers who have worked certain jobs for many years, it is important to help them to stay happy in their jobs. It is sometimes a precarious position for them to give orders to their peers and burn out is possible. The manager is the one who should handle all problems with shoppers in order to keep the guest volunteers from having to interact in this manner.

4. **FINANCIAL LIAISON TO BOARD**

The Coordinator is responsible for keeping up with the yearly budget for the program which is divided between two funding streams.
Church Funding: The church financial committee approves the yearly budget and announces how much Fig Leaf has been allocated sometime in January. The Coordinator, with the help of the Open Door Financial Liaison, if needed, figures out a distribution of monies to be spent each of the following months for the year. Coordinator communicates budget to Purchaser and stays in touch with Purchaser via e-mail and phone when questions arise about spending.

Designated Funding: Various organizations and individuals will make donations and indicate that they want their money to go specifically to Fig Leaf or to the Open Door program. When the Fig Leaf is mentioned specifically, the money goes into the Fig Leaf designated funding stream. When the gift or donation comes in for Open Door, since Fig Leaf is part of the Open Door program, we are allocated 1/6 of the amount that has come in (in proportion to brunch expenses which are greater). Recently, we have received funding from the Bishop and from the district. It is best to save around $1,000 for the Christmas party and a substantial amount from the designated fund to carry over into the next year, while we wait for our new church budget. The financial officer can help Coordinator make these decisions.

The Fig Leaf Coordinator is also responsible for putting together a proposed budget for the next year to submit to the Financial Committee. Sometime between October and early December, a date will be given for the budget to be submitted. The Open Door financial officer and those who work closely with the church administrative board can be of much assistance in putting together a new budget.

5. PURCHASER AND VENDORS

The Purchaser is a volunteer who mostly works from home ordering inventory for the stores. She/he orders, most often, from Dollar Days.com. Dollar Days is an on-line, wholesale business that usually has the best prices on the things we order. The types of things we try to keep in stock are toiletries such as razors, soap, deodorant, toothbrushes and toothpaste. We also try to keep a stock of socks and underwear when we can afford it. There are also seasonal items such as blankets, bug repellent, caps and winter hats and gloves. The Christmas totes that we hand out to our adult guests usually contain winter hats, socks, and gloves. We also sometimes have the budget to order back packs. The sorting volunteers, especially the Thursday group, usually let the Coordinator know what is needed. The sorters, the Purchaser and the Coordinator, act as a team to keep the staples such as toiletries, socks and underwear available as much as possible. The Purchaser should keep up with what orders have been placed and what orders have been delivered.

There are vendors, other than Dollar Days, that are used on occasion. Goodwill has an outlet in South Austin that is cheaper than their stores where things like jeans can be bought by the pound. We also rely on large garage sales such as Settlement Home’s garage sale at Parmer Event Center that usually takes place in November. They give us over $600 worth of free vouchers to purchase things for the store. The Coordinator does not need to attend, but is responsible for getting a group of volunteers to shop on the day allocated for non-profits. We also use Northeast Fleece for blankets and any other vendor that is identified as having good prices – often as compared to Dollar Days.

6. OPEN DOOR VOLUNTEER SCHEDULER

Judy Trejo schedules volunteers to work in the store. She typically schedules people to work in the Saturday store and also to help on Thursdays with Street Youth Ministry, although that is not an
Open Door program. She also schedules sorters during the week and on Saturdays and is in touch with the regular sorters scheduled for particular weeks/times of the month. There are instances where the Coordinator also assigns people to special projects or is contacted directly by someone. In this case, Coordinator communicates to Scheduler so that both people are in touch with any volunteer activity and both are advised as to various projects. The Scheduler will often ask the Coordinator to contact someone who has questions or has a specific project that involves Fig Leaf.

7. **OPEN DOOR CHRISTMAS PARTY**

The Coordinator and Purchaser need to be in the loop while the Christmas party is being planned. It is usually scheduled for the last Saturday before Christmas. The Coordinator and Purchaser decide what items to include in the Christmas totes given out to our adult guests. Inventories from previous Christmases can be accessed through the Dollar Days web site. The Coordinator, at this point, oversees the budget and finds funding, if needed, in order to purchase Christmas items. It is best to have orders placed before Thanksgiving, if possible.

Purchaser will communicate with sorters and store managers, who are in the store during the week, to keep track of deliveries. The Angel Tree team is responsible for assigning someone to collect the items when they are delivered and to find and coordinate volunteers to stuff the totes. Someone from team will also be assigned to coordinate the Stocking Project with the help of Children’s Director, should he/she be able to participate. The Stocking Project buys and stuffs stockings to be handed out to the children with their Christmas gifts. Fig Leaf funds may be needed to pay for the stockings and the stocking stuffers. The Girl Scouts with Gullett Elementary provide the candy for the stockings and totes.

C. **JOB DUTIES OF FIG LEAF STORE MANAGER**

The Store Manager is responsible for:

**Coordinating Saturday volunteers**

1. Store Manager should try to assign as many knowledgeable and trained volunteers to each side of the store (men’s side, women’s side) as possible. It is helpful if some of the workers are volunteers from groups who volunteer on a regular basis. Guest volunteers can be placed where needed.
2. Each Saturday, Store Manager will assign volunteers to job tasks listed in next section.
3. Fill three positions for each side of Fig Leaf; fill Bag Checker position; and confirm that the Front Room Coordinator is present (nine positions total, including Store Manager).
4. Store Manager can begin to assign volunteers around 8:45. Guest volunteers will be requested as needed after outside volunteers have been assigned. The Store Manager should try to request guest volunteers, as needed, by 8:50, so they can have a chance to shop before the first group of shoppers arrives. Often guest volunteers are ready earlier than 8:50 to be assigned, but it is good to wait, if possible.
5. New volunteers will need to receive a tour and verbal orientation. Handouts should be made available that include a written overview of the rules and workings of the store.

**Opening the Store**

1. Keys are collected from the lock box. A Saturday Coordinator or the Open Door Chairperson will provide the combination.
• Attic is A key.
• Women’s Store is C key.
• Men’s Store does not lock as it is a fire exit.
• The door to the fourth floor at the stairwell is __ key.

2. Set-up is from 8:30-9:00. The Store should open promptly at 9:00, but if the Store Manager is not ready, a decision can be made to start a little later.

3. Donations should be put out of sight, preferably in the store room. The door to the attic area should be kept closed so that guests do not enter that area. Special guest requests should be honored if the article is available in the attic storage area. A volunteer worker can retrieve that article and bring it out to the women’s or men’s store.

4. Toiletries, socks, and men’s underwear (other items as determined) should be re-stocked, but limits should be set in order to make the items last as many weeks as possible and as demand dictates.

5. Racks should be full and empty hangers removed from floor and returned to the attic area.

6. Whenever a guest shopper has a special request, the ability to fulfill that request will depend on available stock. The shopping rules will still apply and the guest should not take more than the standard number of articles. If stock is low, it is also at the discretion of the Store Manager to reduce the quantity available to guests.

Closing the Store
1. Fig Leaf should close promptly at 10:15.
2. Make sure all windows are closed. Suction cup is in filing cabinet in attic.
3. Move Men’s Store table baskets to attic, so merchandise does not disappear during the week.
4. Remove empty hangers from floor, and pick up discarded items off floor.
5. Place all clothes racks and other items back in Store.
6. Push the rack of chairs against Fig Leaf door (to allow for admittance to Sunday School classrooms).
7. Empty trash from Store and restroom into the big trash can outside the restroom.
8. Leave necessary notes for Sorters.
9. Turn off portable air conditioner in Store.
10. Turn off all lights except for the emergency light by the restrooms.
11. Lock rooms. Men’s Store is the fire exit and does not lock. Lock the Store and fourth floor doors.

D. JOBS ASSIGNED EACH SATURDAY BY FIG LEAF STORE STORE MANAGER

Each Saturday the Store Manager assigns the following volunteer positions:
1. Reception Area Coordinator
2. Bag Check
3. Check-Out Men’s Store
4. Floor Assistance Men’s Store
5. Check-Out Women’s Store
6. Floor Assistance Women’s Store
7. Saturday Clothing Sorters

E. PROCEDURES—RECEPTION AREA COORDINATOR
1. At around 9:00, the Reception Area Coordinator calls second floor contact person with walkie-talkie for ten guest shoppers to be sent up, and greets shoppers. Reception Area Coordinator is in touch with Store Manager and Team Members.

2. As shoppers leave the Store, the Coordinator sends new guest shoppers in, so that there are no more than ten shoppers at any one time.

3. Men can shop for ten minutes, and women can shop for 15 minutes.

F. PROCEDURES--BAG CHECKER

1. Set up Bag Check station. One chair and two baskets of different colored clothespins should be out and ready in the cubby in front of the Stores. Clothespins are in the filing cabinet in the attic.

2. Check in bags of shoppers.
   a. Take all personal items from guest. If they do not release items, except for a wallet which is permissible, they may not shop.
   b. Label with applicable gender colored and numbered clothespins. Blue is male, and pink is female.
   c. Give the guest the matching clothespin, and gently stack the items on the shelves in the cubby.
   d. DO NOT LEAVE YOUR STATION UNLESS YOU HAVE ACKNOWLEDGEMENT FROM THE FRONT ROOM COORDINATOR THAT HE/SHE WILL WATCH THE BAGS.

3. Return bags when shopper is ready.
   a. Match the clothespin from the guest to the matching clothespin on personal items.
   b. Return all items to guest and return matched clothespins to bin.
   c. If guest loses his/her clothespin, he should name the contents in the bag or wait until all other guests leave to pick up bag.

4. Break down Bag Check station. Make sure all clothespins have been returned and are matched up and in the appropriate gender bin. Return the baskets to the cabinet.

G. PROCEDURES--CHECK-OUT MEN’S STORE AND WOMEN’S STORE

Check to be sure shopper has only the allowed quantity of items.

H. PROCEDURES--FLOOR ASSISTANCE MEN’S STORE AND WOMEN’S STORE

Questions and situations should be reported to the Store Manager or representative. No food or drinks are allowed in the Store.

Duties may include but are not limited to:

1. Assist Attendance Counter with shopping times: 10 minutes for 10 men; 15 minutes for 10 women or children.

2. Keep genders on their own sides except with escorts. Transgender guests may shop on either side but are not allowed to take clothes from both sides on one Saturday. They can take only the number of items allowed on one side or the other. Male pant seekers must have an escort to the women’s pant section and vice versa.

3. Assist shoppers.

4. Pick up discarded clothes and hang them on the racks.

5. Move empty hangers from the racks to the end of the racks as time permits.

6. Restock racks with more clothes from the storeroom as time permits.

7. Maintain Store in a clean condition.

8. Respond in an appropriate and hospitable manner to guest requests.

9. When shopper’s time is up, courteously ask shopper to leave Store to make space for next shopper.
10. Children’s clothes are in the women’s store. Ask mothers to have their children sit quietly while they shop.

11. Assist in clean-up and organization before closing.

I. PROCEDURES—SATURDAY CLOTHING SORTERS

1. Saturday sorters usually work in the attic space sorting donations and replenishing the stores as needed.

2. As requested by the Store Managers, sorters can help supply special guest shopper requests for items that may be stored in the attic.

3. Only shoppers escorted by a Store Manager or Floor Assistance Team Member should be in the attic.

4. Men’s clothing gets priority. If men’s items are identified, sort them first. However, avoid rummaging through bags/items to look for certain clothes. This separates items that need to stay together and causes items to get wrinkled and dirty when they fall on the floor. Usually, the best practice is to take the first item from a bag and hang/sort it appropriately.

5. If you take an item from any rack in the store (including the back room), please put the empty hanger with the collection of hangers in the back room. It is difficult to move items and take them on and off the racks when hangers are left on them. The hangers also take up space that could be used for clothes.

6. If you accidentally drop an item or knock one off a hanger, please hang/rehang it. Keep items off the floor where they can get dirty. Also you may need to switch it to a more secure hanger.

7. Hang items appropriately—pants on pants hangers so sizes show; skirts and shorts on skirt/clippy hangers (hang shorts upside down so size can be seen without removing from hanger), and children’s clothes on children’s hangers. Avoid using the wire hangers—use the plastic, sturdy ones. Make the pants smooth on the hangers. Button or zip shirts and jackets if they seem likely to fall off the hanger.

8. Hang items in their appropriate area. For example, put children’s clothes with the other children’s clothes. If you have questions about where an item should be put, as the Sorting Coordinator, Fig Leaf Co-Chair or another volunteer.

9. Have fun and enjoy yourself. Take time to get to know other volunteers and be sensitive to the diverse perspectives and backgrounds that the volunteers may have.

J. JOB DUTIES OF CLOTHING SORTING COORDINATOR

1. Coordinates with leaders of weekly non-Saturday sorting sessions regarding communication, training, and concerns.
   a. One leader is responsible for preparing the store each Friday.
      • Some leaders work on Thursdays, but a session leader is necessary at the end of the work week—ideally Friday—to have the store ready for Saturday morning.
      • Additional sorting may happen earlier in the week or on days other than Thursday/Friday (see below). Depending on holidays (e.g. Thanksgiving and Christmas), an end-of-the-week sorting may take place earlier than Thursday/Friday.
      • As of April 2011, our regular weekly sortings have a regular leader in place. As summer approaches, schedules will shift and the Sorting Coordinator will have to work with leaders on a less routine basis to schedule Friday sorting.
b. The Sorting Coordinator schedules regular sorting for specific individuals and groups.
   
   - Kamela Bridges leads a sorting from 5:00-6:30 pm on the fourth Wednesday of each month.
   
   - Act II (Emily Shelton) often schedule monthly sorting. Currently we are seeking a leader for the campus group.
   
   - Soiree UMW group (Pam Vander Werf) sorts one evening in November and May.

   c. On a monthly basis, the Sorting Coordinator does the following:
      
      - Confirms the sorting dates and times with the sorting leaders.
      
      - Contacts the church office to put the sorting on the church calendar.
      
      - E-mails the church Communications Director (Maren Roberts) with monthly sorting dates and times for the E-Connection.
      
      - E-mails the volunteer distribution group with the monthly sorting dates and times.
      
      - Keeps track of non-leader volunteers who have RSVPed to attend a sorting and notifies leader of volunteers who plan to attend.
      
      - If a new volunteer is attending the sorting, either the Sorting Coordinator needs to train the volunteer or the Sorting Coordinator needs to make sure the leader knows to train the volunteer.

   d. Works with leaders and sorters.
      
      - It is helpful to participate in one or two Friday sorting sessions each month, particularly ones in which the leaders are less experienced.
      
      - Uses the sortings to develop personal relationships with volunteers. It is important to know leaders, sorters, and how they work.
      
      - Follows up with sorting leaders to see how a sorting went.
      
      - Notifies a sorting leader of special concerns at their upcoming sorting (e.g. a huge donation is expected to arrive, or they had to empty the women’s store to fix the air conditioner).

   e. Promotes consistency in sorting practices.
      
      - Trains leaders and sorters to be consistent in the way in which we sort, hang, throw out, store, and prepare items in the store.

2. Assures that non-routine tasks are done.
   
   a. Switches out-of-season items out.
   
   b. Removes unusable items to be sent to Goodwill.
   
   c. Moves misplaced items to correct location.

3. Assures that Fig Leaf Store is physically ready at the end of Friday sorting sessions for Saturday store activity.

4. Assures that racks and clothes are replaced after quarterly use of the space by Interfaith Hospitality Network (IHN).

5. Coordinates with Fig Leaf Store purchaser to obtain needed items.

6. Recruits new volunteers.
   
   a. Promotes opportunities in E-Connection and bulletin.
   
   b. Participates in Lay Ministry Fair.
   
   c. Develops partnerships with other ministries and churches.

7. Coordinates with Suzanne Rabb, Lead Store Manager and Fig Leaf Representative to Open Door, and Ann Arnett, Fig Leaf Purchaser.

8. OTHER NOTES:
   
   a. Jorge Garcia, church custodian, often works during his lunch break.
   
   b. Karen Stuart, volunteer, often works independently on Mondays.
c. The church office will not let anyone in to work unless they know that it is cleared with the Sorting Coordinator, or if they know the volunteer personally (e.g. church or staff member).
d. IHN and sortings: Four times a year, both Fig Leaf stores are emptied for IHN (Saturday volunteers do this). No sorting or store hours are held during IHN.
e. When IHN is over, the Sorting Coordinator must either restage the stores prior to the next sorting or get the next group of sorting volunteers to do it. They will need some instruction on how to set up the store.

K. **PROCEDURES FOR NON-SATURDAY CLOTHING SORTING SESSIONS**

For questions about submitting donations and the schedule for sorting clothes, please contact Judy Trejo, uumc.opendoor@yahoo.com.

1. There is a regularly-scheduled sorting session on Friday 9:00-11:00 a.m. Other sorting times are scheduled by e-mail notice for Tuesday 7:00-8:30 p.m.; Wednesday 5:00-7:00 p.m.; and weekend midday.

2. Unless you have other church-related business, work with the group. Working where others are unable to see you may make you vulnerable to the suspicions of others.

3. Men’s clothing gets priority. If men’s items are identified, sort them first. However, avoid rummaging through bags/items to look for certain clothes. This separates items that need to stay together and causes items to get wrinkled and dirty when they fall on the floor. Usually, the best practice is to take the first item from a bag and hang/sort it appropriately.

4. If you take an item from any rack in the store (including the back room), please put the empty hanger with the collection of hangers in the back room. It is difficult to move items and take them on and off the racks when hangers are left on them. The hangers also take up space that could be used for clothes.

5. If you accidentally drop an item or knock one off a hanger, please hang/rehang it. Keep items off the floor where they can get dirty. Also you may need to switch it to a more secure hanger.

6. Hang items appropriately—pants on pants hangers so sizes show; skirts and shorts on skirt/clippy hangers (hang shorts upside down so size can be seen without removing from hanger), and children’s clothes on children’s hangers. Avoid using the wire hangers—use the plastic, sturdy ones. Make the pants smooth on the hangers. Button or zip shirts and jackets if they seem likely to fall off the hanger.

7. Hang items in their appropriate area. For example, put children’s clothes with the other children’s clothes. If you have questions about where an item should be put, ask the Sorting Coordinator, Fig Leaf Co-Chair or another volunteer.

8. Use of the lock box keys should occur only with explicit permission from the Sorting Coordinator or Fig Leaf Lead Store Manager.

9. The keys should be returned to the lock box immediately following the completion of the sorting/work session.

10. College student sorting sessions should be worked only by the students and one-three adult leaders selected by the Sorting Coordinator or Fig Leaf Co-Chair.

11. The Sorting Coordinator or Fig Leaf Co-Chair will train new volunteers, unless that person specifically asks someone else to provide training. There may be a specific reason for giving or not giving some or all of the procedures at a certain time.

12. Have fun and enjoy yourself. Take time to get to know other volunteers and be sensitive to the diverse perspectives and backgrounds that the volunteers may have.
L. JOB DUTIES OF PURCHASER

The Fig Leaf Purchaser is responsible for ordering the staple inventory that is kept in stock for the Fig Leaf store, as the budget allows. This inventory typically includes toiletries such as deodorant, soap, razors, toothbrushes, toothpaste. When possible, store inventory includes socks and underwear for men and women but since these items are more expensive, they are not always supplied on a continual basis. Several times a year, we also try to order things like back packs, sun visors and rain slickers. There are also seasonal items such as insect repellant, blankets, etc. The blankets are ordered from Northeast Fleece.

The main vendor used is "Dollar Days," at dollardays.com. Dollar Days assigns Fig Leaf a company contact who is helpful, often getting free shipping on orders. Occasionally the Purchaser is able to find some things elsewhere at a better value but we rely mostly on Dollar Days. The Purchaser also orders extra items at Christmas time that are handed out to our Saturday morning guests in gift bags such as hats, gloves, socks, etc. We sometimes use other vendors for these things.

Before putting through the purchase, the Purchaser contacts both the Church Financial Officer and the Open Door financial liaison. This is done through e-mail with follow-up communications, if necessary. Interacting with the financial people is important to be sure what is being ordered is within the budget. It is also the Purchaser’s responsibility to stay in touch with the Fig Leaf liaison to the board in order to prepare a yearly expense plan and to stay up to date on the amount of money spent each month and to adjust the monthly budget as necessary.

This is a job that can be done at home on a personal computer and only requires visits to the church for rare meetings of the Fig Leaf group and to check to see if orders have arrived. When orders arrive, they are put in the attic storage area on the fourth floor by the custodians. The sorting volunteers then unpack boxes, distributing articles to the stores and storing them in the attic.

M. STORE RULES FOR GUESTS

1. No food or drink in stores.
2. One store per week, and one shopping experience per week.
3. No personal items or bags in store—these should be bag-checked.
4. No holding items at the table.
5. No watching of children.
6. Children must be accompanied by parents, and will sit in chairs if not shopping.
7. Toiletries and socks are last, and located at checkout.
8. What we have out is what is available unless a volunteer is able to find the item in the attic, storage, or sorting areas. Shoppers are still subject to standard limits on articles.
9. No recipient may take more than one coat or one piece of bedding. If the person is wearing a coat similar to the one he/she wants, please request he not take a coat.

N. ITEM QUANTITIES FOR MEN, WOMEN, AND CHILDREN, AND STORE MANAGER REQUESTS

The Store Manager or designated representatives can make exceptions to these guidelines on an as-needed basis. The intent is not to create rules to punish people, but rather to create rules that are fair
and will result in clothing being available for all n need. Please remember that allowing exceptions during the regular store time on Saturdays can cause dissent among guest shoppers.

Charts are posted throughout each Store to indicate the clothing and other items that guests can have. If a guest is already wearing a jacket or hoodie, then he doesn’t get another. If guest shoppers question how many or what items they can have, refer them to the chart. If the question continues, call the Store Manager.

A guest may not shop for a child, spouse, or friend who is not present.

**MEN: MUST BE PRESENT TO PARTICIPATE**
1. 2 tops (1 casual and 1 dress)
2. 1 pair of pants or shorts
3. 1 church outfit (suit jacket and pants)
4. 1 pair of socks
5. 1 razor
6. 1 toothbrush and 1 toothpaste
7. 1 toiletry item (1 total—not one of each type)
8. 1 undergarment (1 total—not one of each type)
9. 1 pair of shoes
10. 1 belt
11. 1 tie
12. 1 hat or 1 pair of gloves
13. 1 jacket/hoodie *(NOT IF THEY HAVE ONE).* If a jacket is not available, a warm top may be substituted.
14. 1 linen (keep sets together)

**WOMEN: MUST BE PRESENT TO PARTICIPATE**
1. 3 outfits (dress or top and bottom)
2. 1 pajama (does not count towards 3 outfits)
3. 1 pair of socks or pantyhose
4. 1 razor
5. 1 toothbrush and 1 toothpaste
6. 1 toiletry item (1 total—not one of each type)
7. 1 undergarment (1 total—not one of each type)
8. 1 pair of shoes
9. 1 belt
10. 1 purse
11. 1 hat or 1 pair of gloves
12. 1 jacket/hoodie *(NOT IF THEY HAVE ONE).* If a jacket is not available, a warm top may be substituted.
13. 1 linen (keep sets together)

**CHILDREN: MUST BE PRESENT TO PARTICIPATE**
1. 3 outfits (dress or top and bottom)
2. 1 jacket (NOT IF THEY HAVE ONE). If a jacket is not available, a warm top may be substituted.
3. 1 pajama (does not count towards 3 outfits)
4. 1 pair of socks
5. 1 toothbrush and 1 toothpaste
6. 1 toiletry item (1 total—not one of each type)
7. 1 undergarment (1 total—not one of each type)
8. 1 pair of shoes

ITEMS BY MANAGER REQUEST (IN STORE ROOM IF AVAILABLE)
1. blankets
2. feminine products
3. bags (backpacks, duffel, sleeping)
4. linens: towels, sheets, pillows
5. safety pins

O. CODES FOR WALKIE-TALKIE
   CODE BLUE: A person is a potential concern. A “vibe” may be an issue here.
   CODE YELLOW: A non-urgent problem is brewing or happening. Please send one or two monitors.
   CODE RED: An urgent issue is happening. SEND HELP NOW!

P. INTERFAITH HOSPITALITY NETWORK (IHN) AND FIG LEAF STORE
   • Four times a year, Interfaith Hospitality Network (IHN) stays on the fourth floor for a week. During this week, the Fig Leaf Store is closed. IHN families sleep in various rooms of the floor. The rest of Open Door operates as usual.
   • Make sure signs are up in the church notifying shoppers about the closure. A church staff member or an Open Door church member volunteer will post the reversible signs.
   • The Saturday before IHN comes and after the regular store shift:
     1. Leave in the store: shoe racks, tables, and two of the tallest rolling racks
     2. Remove all other racks, tubs, and chairs
     3. Set up attic with all racks, tubs, and shoes in an accessible manner. IHN shops during their stay.
     4. Keep out only one set of table tubs. Everything else and extras should be taken to the storeroom.
     5. Any clothes on the built-ins in the attic should be taken to the storeroom. Shoppers will lean over rolling racks to reach these items.

   In general, the Friday sorting crew will reassemble the stores after IHN leaves. Contact the lead sorter from Friday to confirm. If they did not reassemble the rooms, then the Saturday crew should come in 30 minutes prior to opening to set up.

Q. FIG LEAF STORE VOLUNTEER SCHEDULING
   For questions about volunteer scheduling on Saturday mornings, or questions about non-Saturday sorting times, please contact Judy Trejo at uumc.opendoor@yahoo.com
I. APPENDIX—THREE TYPES OF TRASH

There are three types of trash at UUMC: COMPOSTABLE, RECYCLABLE, and LANDFILL. These are defined below. Signs for each type are in the open coat rack in the Fellowship Hall.

White plastic garbage liners and green compostable liners are stored in the Open Door supply cabinet.

1. **COMPOSTABLE**: This is trash that comes from something that was once alive and growing—paper (even if it has a wax coating, such as milk cartons), all food, and cardboard. A service picks up this trash from the alley once a week and turns it into compost for farms and gardens.

   **ITEMS**: paper products with or without wax coating (plates, bowls, cups, napkins); food; heavy or light cardboard boxes; wood coffee stirrers; no plastic or metal on item.

   **INDOOR CANS**: Place in large garbage cans (some are marked “Compost”) or small green compost buckets. Use green compostable liners if you put the liner in the green alley cart. If you have to use a plastic liner, don’t put this in the green alley cart—put it in the regular trash dumpster after you empty the compostable trash into the green alley cart.

   **OUTDOOR CANS**: Place compostable trash in green cans in alley labeled “Compost”.

2. **RECYCLABLE**: This is trash that can be made into another product. A service picks up this trash from the alley weekly and uses it for other products.

   **ITEMS**: aluminum cans; tin cans; plastic stamped #1-7; milk jugs; juice, salsa, syrup, soda pop bottles, yogurt containers; foil; clamshell “to go” boxes (not styrofoam); heavy or light cardboard without food; glass—place jars in back kitchen, and someone will recycle them later. No styrofoam, plastic garbage bags, or gloves. Please flatten cardboard boxes.

   **INDOOR CANS**: Place in large blue wheeled can in kitchen. Place a white plastic garbage liner in the recycle cart.

   **OUTDOOR CANS**: Place recyclables in recycle dumpster in alley with green triangular recycling symbol. These can be placed in dumpster with or without a plastic garbage liner. Please flatten cardboard boxes.

3. **LANDFILL TRASH**: This is everything else--trash that can’t be composted or recycled.

   **ITEMS**: anything not compostable or recyclable; plastic such as drinking cups, eating utensils, coffee stirrers, shrink-wrap; grocery bags; disposable gloves; styrofoam.

   **INDOOR CANS**: Place in large regular garbage cans.

   **OUTDOOR CANS**: Place these in the large metal dumpster in the alley. Bagged with plastic garbage bag or unbagged is OK.
## II. APPENDIX—TABLE DESCRIBING THREE TYPES OF TRASH

**UUMC WASTE: COMPOSTABLES, RECYCLABLES, REGULAR TRASH—Oct. 28, 2015**

<table>
<thead>
<tr>
<th>TYPE OF TRASH</th>
<th>EXAMPLES</th>
<th>TYPE OF INSIDE CONTAINER</th>
<th>ALLEY CONTAINER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPOSTABLES</strong></td>
<td>• Paper plates &lt;br&gt; • Paper bowls &lt;br&gt; • Paper cups &lt;br&gt; • Napkins &lt;br&gt; • Compostable silverware &lt;br&gt; • Wood coffee stirrers &lt;br&gt; • Cardboard—heavy, or light, such as cereal boxes; please flatten all cardboard boxes. &lt;br&gt; • Pizza boxes &lt;br&gt; • Food &lt;br&gt; • Paper items with food on them; includes wax on surface &lt;br&gt; -No plastic on items</td>
<td>• Large <strong>green</strong> garbage cans. Use green compostable bags found in Open Door supply cabinet and elsewhere in church—don’t use white plastic bags. &lt;br&gt; • <strong>Small green</strong> compost buckets. In kitchen, no green liner is needed. Elsewhere in church, use green liner.</td>
<td>• Green carts in alley labeled for composting &lt;br&gt; No white plastic garbage liner bags in the alley container, please. &lt;br&gt; Green compostable liner bags are ok. &lt;br&gt; Please flatten boxes (to save space).</td>
</tr>
<tr>
<td><strong>RECYCLABLES</strong></td>
<td>• Aluminum cans &lt;br&gt; • Tin cans &lt;br&gt; • Plastic stamped #1-7 (usually on bottom or side) &lt;br&gt; - milk jugs &lt;br&gt; - juice, salsa, syrup, soda pop bottles &lt;br&gt; - yogurt containers &lt;br&gt; - fruit or vegetable boxes &lt;br&gt; - clamshell “to go” boxes with number—not styrofoam &lt;br&gt; • Cardboard—without food; heavy, or light, such as cereal boxes; please flatten cardboard boxes. No dirty pizza boxes. &lt;br&gt; • Office paper &lt;br&gt; • Glass &lt;br&gt; • Foil and foil containers &lt;br&gt; • Plastic silverware. -No styrofoam -No plastic grocery bags</td>
<td>• Large <strong>blue</strong> recycling cart in kitchen. Use white plastic liner bag. &lt;br&gt; • <strong>Smaller blue</strong> recycling containers. Use white plastic liner bag.</td>
<td>• Recycle dumpster with green triangular recycling symbol in alley &lt;br&gt; Can be placed in alley container with or without a white plastic garbage bag. &lt;br&gt; Please flatten cardboard boxes, if possible.</td>
</tr>
<tr>
<td><strong>OTHER TRASH</strong></td>
<td>• Plastic coffee stirrers &lt;br&gt; • Plastic grocery bags &lt;br&gt; • Plastic wrap &lt;br&gt; • Disposable kitchen gloves &lt;br&gt; • Styrofoam &lt;br&gt; • Anything not compostable or recyclable</td>
<td>• <strong>Large or small black or gray</strong> trash cans in church. Use white plastic liner bag. Plastic grocery bags are not accepted for composting or recycling. Put in landfill trash or take to grocery store collection point.</td>
<td>• Large metal dumpster in alley without recycling signs &lt;br&gt; Can be placed in alley container with or without a white plastic garbage bag.</td>
</tr>
</tbody>
</table>
III. APPENDIX—SET-UP DIAGRAM OF SERVING LINE

SERVING LINE

most of napkins, most of silverware, bowls
oatmeal or grits
raisins
cereal bowls with cereal
milk on ice
plates
eggs
vegs
quesadillas
desserts
fruit
jalapenos
onions

BEVERAGE TABLE

o. j.
milk
water

water pitcher
glasses stacked upside down on
empty dishwasher racks that glasses came from

CONDIMENT TABLE

give-away items
backup napkins
backup silverware
butter
white sugar
brown sugar
salsa
IV. **APPENDIX—AMOUNT OF FOOD SERVED ON TRAY**

**TRAY**

- 1 hot cereal
- 1 cold cereal
- 1 egg
- 1 scoops vegetables
- 1 scoop fruit
- 1 quesadilla
- 1 juice
- 1 milk