

Daybreak notes during meal service :

1. Please be sure that all volunteers are accounted for on the sign-in sheets. It is important to track hours, but also to have a list of who was there and who to contact if there ends up being a health department needs to warn volunteers of an illness. It has happened- rarely.
2. Log food items and temperatures as requested in the blue binder.
3. If your group is donating any items, please fill out a “in-kind” slip from the blue binder and add it to your attendance sheet. At the end of your time serving, please turn off all cooking and serving equipment (oven units, steam table, grill, coffee pot, toaster oven). Have two people from the group purposefully check things over.
4. Please wash and return all knives to the knife cabinet immediately after use to ensure all knives are put away and ready to be locked in the cabinet. Do not leave knives in the sink or out to dry.
5. If taking the oven racks out of the oven for more space, place on top of unit and not on the floor. Please do not place the rack at the very top of the oven, this ensures we do not hit the wire temperature probe at the top of the unit.
6. Please do not place any “set-aside” food trays into the fridge, we no longer save trays for guests who are late.
7. Please do not place cooked food items next to any raw items at the bottom of the fridge. Never place raw items above cooked items.
8. Anything not labeled specifically for an upcoming group, purpose, or meal is fair game and can be served as part of your service if you choose.
9. Check the fridge and back shelf before going to the pantry for items. Always mark items with an “opened on” date before storing.
10. All drinks are to be served from behind the counter alongside the meal.
11. Please wear hairnets, gloves, and aprons while preparing and serving the meal.
12. Wipe down handles, stove top or anything that becomes soiled during your service.
13. Please notify staff of any concerns while serving your meal.
14. All drinks and personal items must be stored separately away from food prep areas.
15. Know that a group before you, and maybe even several groups before you on weekends may have made a mess and disregarded or had been unaware of our procedures and policies, please help as much as reasonable to bring things back into order.