

## BNACC Fellowship Lunch

Host: \_\_\_\_\_

Date: \_\_\_\_\_ Size of church: \_\_\_\_\_

Lunch will consist of the host buying the below items. See folder in the kitchen for amounts purchased previous Sundays. There are pictures posted in the kitchen as suggestions on how to display items. Host should take home leftover food and water unless arrangements have been made with next week's hosts.

Items. Please note these are suggestions- feel free to do something else! Add below anything else you purchase.	Amount Served	Leftover
Proteins: <ul style="list-style-type: none"> <li>● Sandwiches/wraps</li> <li>● Uncrustables</li> <li>● Yogurt</li> <li>● Cheese sticks</li> <li>● Other</li> </ul>		
Baked Goods: <ul style="list-style-type: none"> <li>● Donuts</li>     <li>● Bars</li>     <li>● Cookies</li>     <li>● Other</li> </ul>		
Miscellaneous: <ul style="list-style-type: none"> <li>● Fruit</li> <li>● Veggies</li> <li>● Chips</li> <li>● Other</li> </ul>		
Beverages: <ul style="list-style-type: none"> <li>● mini bottled water</li> <li>● Refrigerated creamer if needed- check fridge previous Sunday to see if more is needed.</li> </ul>		

\*Misc notes: Coffee-maker will be at church to take care of coffee.

**Paper supplies are in the back room. Mustard and Mayo packets are also available in the back room.**

## Serving Procedures:

1. Unlock kitchen door upon arrival if not already done (Lock in VERTICAL position is locked from outside; lock in HORIZONTAL position is unlocked from outside)
2. Turn the coffee maker to BREW at 8:30am. The person making coffee should arrive sometime around 9am and will take care of all coffee preparations and serving.
3. Place some water bottles on the pulpit.
4. Set out a sign-up sheet for table servers and vacuum help on the kitchen counter. (There are copies of worker signup sheets in the binder.)
5. Put napkin containers and hand sanitizers on tables (in spots labeled napkins), refilling as needed (may be done day before).
6. Refill silverware caddies if needed. We use 6 of them, one on the end of each table. They are located under the table counter.
7. On each of the 6 dining tables, put a bucket of hot, soapy water, a wash cloth, and towel.
8. Make sure every table has a garbage can.
9. If serving water in plastic bottles, set water at each table. It is best to place 4 water bottles next to each napkin caddy (40 total bottles per table).
10. Make sure to put water and napkins on each round standing table and the rectangle standing tables.
11. Set out 4 serving tables following pictures.
12. There are **FIVE** total serving stations; 4 folding tables and one side of the back kitchen counter (coffee maker uses the side closest to the coffee maker).
  1. Rolling carts can be placed in front of each folding table to hold plates and napkins and silverware if necessary.
13. Put all food on trays. See pictures for example. We'd suggest using the large silver jelly-roll type pans but you are welcome to use something else or anything additional you need (bowls, trays, etc).
14. 10:00- turn on automatic dishwasher (1 button, 1 switch) if doing dishes.
15. If necessary - Help the coffee maker set up coffee serving station. It should have trays of lidded cups with coffee, refrigerated creamer, and a tray containing a bowl of cream and sugar packets, a bowl of teabags, a cup with stir sticks, a cup with instant coffee packs, and a paper cup marked "trash".
16. During the fellowship hour, refill food as needed.
17. Once the 45 minute fellowship hour is mostly completed...
  1. Clean up food trays, etc.
  2. Wash off serving tables (**DO NOT** fold and put away); clean off and leave up all rectangle tables (can stack some upside down on the other to facilitate vacuuming).
  3. Put creamer back in fridge (coffee maker usually does this)
  4. Sweep (small sweepers in back storage room, vacuum in supply closet)
  5. Empty garbage and take out; break down boxes.
  6. Record amounts used on reverse side of this sheet and place into binder
  7. TAKE HOME WASHCLOTHS AND LAUNDRY TO BE WASHED

\*\*If you plan to use ice, the ice machine is usually off and empty. There is bagged ice in the right freezer in the supply room. Please use the bagged ice. If you need to make more, you can turn on the ice machine but you need to bag the ice until the machine is empty and turn off the machine when done using. Any questions about using the ice machine or bagged ice, please see Dave Huber.\*\*

**Report any problems/suggestions to the kitchen committee  
(Carrie Kieser, Erica Stuerman, Brit Aranda). Thank you!**