

# DISCIPLES' KITCHEN MONITORS' CHECK LIST

Second Presbyterian Church Serving Site

Lunch Schedule

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- \_\_\_\_\_ Arrive between 9:30 and 10:00 AM
- \_\_\_\_\_ Unlock kitchen door for serving team
- \_\_\_\_\_ Turn on Dishwasher
- \_\_\_\_\_ Turn on Fellowship Hall lights (air/heat if necessary)
- \_\_\_\_\_ Be sure tables, chairs and salt and peppers are sanitized
- \_\_\_\_\_ Wrap (as needed) bagels, etc to be given out
- \_\_\_\_\_ Unlock Fellowship Hall door at 11:30 AM
- \_\_\_\_\_ Have someone offer a Blessing, preferably a client
- \_\_\_\_\_ Provide instruction for registration -Use black ink, put a "1" for adult and "x" for under 18. If new diner, have them complete the information card. They are not required to report income.
- \_\_\_\_\_ Help serving team navigate the kitchen and dining area as needed
- \_\_\_\_\_ Continually monitor the Dining Hall when occupied. Clients leaving the building shall not return. Monitor clients using the restroom to be sure they do not enter other areas of the building. Parents should escort their young children to restroom
- \_\_\_\_\_ Lock Fellowship Hall door at 12:15 PM
- \_\_\_\_\_ Seconds or Take Outs at the discretion of the serving team
- \_\_\_\_\_ No seconds or take outs until 12:15 and all have been served
- \_\_\_\_\_ Serving team should wrap silverware for next meal
- \_\_\_\_\_ Be sure tables, chairs and salt and peppers are sanitized
- \_\_\_\_\_ Be sure dishwasher is turned off
- \_\_\_\_\_ Be sure all stoves and lights are turned off
- \_\_\_\_\_ Be sure dishwasher filter is clean
- \_\_\_\_\_ Be sure there are no food particles in sinks
- \_\_\_\_\_ Be sure serving team cleans floor if needed and takes out trash (use green containers in alley, not white container on our lot)
- \_\_\_\_\_ Serving team is not to leave leftovers in the refrigerator or freezer
- \_\_\_\_\_ Be sure all doors are locked before leaving