

Instructions for Dinner/Set-up Teams Summer PADS at Redeemer

Thank you for supporting DuPage PADS' mission to end homelessness for each homeless individual in our community. Overall, 11 local churches plus volunteers from Adventist Hinsdale/LaGrange hospitals participate in the summer operation of this shelter. Your efforts are meaningful and very much appreciated. Although the shelters are the most visible part of PADS' activities, they are only the front end of their overall effort. By being involved you are providing shelter, safety and food to those most in need, but to learn more about the scope of DuPage PADS' overall activities and success ending homelessness, visit <http://dupagepads.org/wp/wp-content/uploads/2014/07/ImpactStatementFY16Final.pdf>

OVERALL

- With your group leader, breakfast, and Sunday cleanup leaders, contact Redeemer's assigned Site Manager for your weekend to arrange a walk-through familiarization of the kitchen facilities and setup/cleanup procedures at least 10 days prior to your scheduled date.
- Setup, dinner prep and lunch prep, and serving volunteers can easily overlap activities as long as there are different people leading setup and dinner prep.
 - Overall probably 8 - 9 people are required in total.
- Review the "Facilities Instructions" that are available on Redeemer's web site at <http://www.redeemerhinsdale.org/outreach/pads> and printed near the PADS box in the kitchen
- For anything that arises during your shift that you need or for which you don't have the answer, contact Redeemer's on-call Site Manager, who's contact information will be posted in the kitchen
- PADS professionals will be on site from about 5:30 p.m. until around 9:30 to handle guest admittance and any issues affecting the guests.

Before Saturday:

- Find out from your group's PADS coordinator how many people should be planned for
- Put together a dinner menu and shop for ingredients, Sample menus if needed are available from Valerie Lee (630-926-6515) or Dirk Landis (312-953-9547).
 - A balanced dinner should include an entree, starch, vegetable, salad and desert
- Purchase snack, fruit, drink and dessert for bagged lunches.

- If more than 56 guests are anticipated, buy additional lunch food (including the above plus bread, turkey and cheese), so that guests who are turned away can be given 2 sack lunches to take with them.
- Get key from church office on the Wednesday preceding your weekend
- Organizations other than Redeemer, please bring your own plastic dinnerware, extra-large lunch bags, and coffee. If you find you are missing anything, feel free to use ours.

On Saturday:

- All volunteers should to sign in on the registry located by the PADS box.

Setup

- Setup generally requires at least 4 – 5 fully able people for about 45 minutes
- The guest limit maximum that is approved by the Hinsdale Fire Department is 51 people. A recommended “Room Layouts” is available on our web site at <http://www.redeemerhinsdale.org/outreach/pads>, with a hard copy next to the PADS box. The diagrams that are provided show the setup that optimizes the use of available space.
 - The indicated rooms are the only rooms that are available for PADS use.
 - On the stage, place top & bottom sheets, pillow cases, blankets and pillows in a manner that they are accessible to guests, who will set up their own bedding
- Find out how many families are expected and set up those rooms first. Families will enter at 6:00 to get settled.
- In the hall outside bathrooms, set up tables with toiletries, towels & available articles of clothing, all of which are stored on the stage
- Place laundry baskets (stored on the stage and labeled “wet towels”) outside the bathrooms.
- There is a large rolling rack for colored paper at the end of the hallway. Roll it in front of the east stairs to block access
- Set up a short registration table and 3 chairs just inside the west entrance to the church.
- Turn on large fan at the back of the stage prior to guest arrival.
 - Two or three small fans are available for rooms 106 A-D. If any of the fans is not in a guest room, check the other rooms in the lower level
- Set up a beverage table along the south wall immediately outside the swinging door to the kitchen.
- Set salt and pepper on each table.
- Fill water pitchers and place one on each table or on the beverage table.

Dinner Prep

- Designate 3-4 volunteers to prepare dinner to be served at 7:00 p.m. Families enter at 6:00 p.m. but they eat at 7:00 with the rest of the guests.
- Turn on the stove hood fan and light.
- Use yellow knob to turn on gas on the stove.
 - Light **all** of the pilot lights (a long lighter is located in a basket on the side of the refrigerator).
- Convection oven instructions are on the wall. NOTE- set to “oven cool” when done.
 - The oven in the gas range is not functional
- Start coffee at least 45 minutes in advance and set on beverage table in the dining room.
 - Place coffee cups, stir sticks, creamers and sweeteners next to the coffee
- If lemonade or other beverages are planned, you may want to use the large orange dispensers that are under the counter.
- Please keep recyclables and general trash separate
 - Additional large black trash bags and clear large recycling bags are in the furnace room next to the kitchen, as are paper towels, etc.
- Extra plastic dining ware, cups etc are in the locked closet in the hall just outside the door to the kitchen if you run out. Please leave a note on the counter if those are used.

Lunch Prep

- Designate 2-3 volunteers to make lunches.
- Prepare sandwiches for the guests to take with them the next morning.
 - Angelo’s Foods in Downers Grove donates enough bread, meat and cheese for 56 guests. It will be in the refrigerator.
 - Make sandwiches and store them in the refrigerator.
 - The rest of lunch items can be bagged (use extra-large lunch bags) and sandwiches will be added in the morning.
 - Add a napkin or paper towel
 - Mustard and mayo packets will be put out separately in the morning for guests to take as they like.
 - Add a piece of fruit, chips or crackers, and a juice box or bottled water.
 - Place lunch sacks on carts for easy rollout in the morning
 - If it looks like the shelter will be at capacity be certain to have a sufficient number of lunches ready by 7:00 p.m. that those who are turned away can be given two lunch sacks to take with them.
 - Insure that those lunches are complete, including mustard and mayo packets which are usually in boxes either above the freezer or on the shelves at the south end of the kitchen.

- Irrespective of the number of guests, use all the turkey and cheese to make additional sandwiches. Put them in individual sandwich bags and place them in the refrigerator. If there are extra sandwiches they will be taken to the HCS Food Pantry on Monday.

Serving Dinner (7:00 p.m.)

- Volunteers do all serving through the pass-through window (no self-serve)
 - Servers must wear food service gloves, which are available in the kitchen
- Check with PADS professionals re: late arrivals and make up plates for them.
 - Place the covered plates in the refrigerator and let the overnight shift that replaces you know about them.

Cleanup

- Clean out coffee pot (PLEASE- No grounds in the sink- towel them into the trash) and set it on the kitchen counter
 - Put in the appropriate amount of water and coffee (see instructions in the “Facilities Instructions” or as posted on the west cabinet) but do not plug in.
- Pull down the pass-through door used to serve food.
- Wash any pots, pans or utensils used and put away.
 - Left sink for washing, center for rinsing, right for sanitizing (sanitizer power should be at the left of the sink- If not simply air dry)
- Put away water pitchers and salt/pepper
- Wash/rinse and put away pots, pans and other cooking/serving items
- Clean up and organize the beverage table
- Double bag trash and place in trash container
- Take recyclables out to the recycling bins that are on the right side of the outdoor trash room.
- Be certain that the yellow gas shut-off knob on the front of the stove is turned off
- Turn off the hood fan and light switches that are above the stove.
- Give keys to next shift leader.