

## **Instructions for Breakfast Team**

### **Summer PADS at Redeemer**

(5-6 people Ready to serve at 6:00 a.m. )

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>

#### **Before Sunday:**

- Plan breakfast menu and purchase food
  - Please also bring your own paper goods, eating ware and coffee.
  - If you forget something, you can certainly use Redeemer's supply.
- Let someone on the shift before you know when you plan to arrive (usually around 5:00 a.m.), so they can be by the doors (which are locked) to let you in, as the doors are locked.
- If you need ideas for the breakfast menu, call either Valerie Lee (630-926-6515) or Dirk Landis (312-953-9547)
- Redeemer's Site Manager is in communication with your group's Coordinator, and she/he plans to give you a familiarization walk-through if you have not used our kitchen recently.
  - If possible, coordinate the walk-through with your organization's PADS Coordinator
  - A set of facilities instructions is available on our web site at <http://www.redeemerhinsdale.org/outreach/pads>. A paper copy should also be available on the counter as you enter the kitchen.

#### **On Sunday:**

- Shift turnover
  - Take possession of the keys to the church from the prior shift
  - They can be kept on a hook on the side of the refrigerator

- Ask the prior shift if there are any early wakeups (they should also be listed on a green sheet of paper on the counter as you come into the kitchen.
  - Verify their location, and if you have a smartphone, set a reminder alert.
  - Ask if any valuables are being held for guests.
- Someone needs to remain by the door until your entire breakfast team has arrived.
- Volunteers sign in on the register that is on the counter to the left as you enter the kitchen.
- Please remember that this is the last hour of sleep for the guests, who will be outside all day until 7:00 p.m., and that sounds carry easily from the kitchen into the sleeping areas.
  - Insure that one of the two double doors into the sleeping area from the hallway is closed
  - Keep the pass-through door above the counter as well as the door from the kitchen into the sleeping area closed.
  - Keep voices and pot/pan noises as low as possible
- Check that coffee is started and lunches are made.
  - If they are not already there, place the coffee, creamers and sweeteners on the beverage table along the south wall of the sleeping area, just outside the door from the kitchen.
- Turn on the hood fan and light that are above the stove.
- If the gas stove is going to be used, turn on the gas using the yellow knob on the front of stove.
  - Light all of the pilot lights (a long lighter is located in a basket on the side of the refrigerator).
- For use of the convection oven, instructions are on the wall. NOTE- set to “Oven Cool” when done
- Put sandwiches (in the refrigerator) in lunch bags
  - It is usually easiest to put the lunch bags on a rolling cart in the kitchen and then roll them out when the serving window is raised
  - You may want to put mustard and mayo packets as well as the fruit and drinks out separately to be selected by guests as they desire
  - Condiment packets are usually in boxes either above the freezer or on the shelves at the south end of the kitchen.
- Set up any dining tables that were taken down the night before due to a need for space for pads (there should usually be 6 dining tables and one beverage table)

- Put juice and milk on the beverage table in dining room outside kitchen door.
- Salt, pepper, syrup if needed can either go on the beverage table or on the dining tables.
- There will be boxed cereal available in the kitchen (usually under the shelves on the south wall) for anyone who wants a simpler breakfast. If you have a larger box please serve the guests through the pass through window.
- **Serve guests at 6:00 a.m.**
  - Open the pass-through window and serve guests.
  - Volunteer workers should wear clean food service gloves (in boxes in the kitchen)
- Cleanup
  - Clean out coffee pot (PLEASE- No grounds in the sink- - towel them into the trash) and put the pot under the kitchen counter
  - Pull down the pass-through door used to serve food.
  - Wash pots, pans and utensils and put away.
    - Left sink is 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
  - Clean up and organize the beverage table
  - Double bag trash, insure that they aren't leaking, and place in trash container
  - Take recyclables out to the recycling bins (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.
    - Sweep the floor (broom and dust pan are in the furnace room).
    - Remind the clean-up crew that they should mop the kitchen floor.
- Give keys to the cleanup shift leader.
- **PLEASE take opened leftover food** with you - otherwise the food sits in the refrigerator all week and is ultimately thrown out. If you wish to donate excess unopened food, leave it and we will take it to the Food Pantry on Monday