

Instructions for Breakfast Team

PADS at Redeemer

Summer 2018

Our thanks to you for supporting PADS' mission to end homelessness for each individual and family in DuPage County. The overnight shelters are the entry point into the broader overall PADS program of support, education and training that combine to end those individuals' or families' homelessness. Your efforts and commitment are an essential part of the success of that mission.

Breakfast Team (5:00 – Approximately 7:15 am)

1. Your organization's PADS coordinator will be provided a familiarization walk-through. If you can not attend at that time, make arrangements for another time.
2. Breakfast team leader usually plans the breakfast menu and arranges the purchase of food.
 1. See paragraph 6 of the "Key Items for Volunteer Group Coordinators" to estimate how many guests we may have
3. Other organization's, please supply your own paper goods and coffee for the breakfast. If you run short or are missing something you may use Redeemer's PADS supply. Food service gloves should be worn and are available on the kitchen counter next to the PADS box.
4. Prior to Sunday morning, notify someone on the 3:00-5:00 a.m. shift what time you will arrive so they will be at the door to let you in.
5. Review the Facility Instructions (tab G at <http://redeemerhinsdale.org/outreach/dupage-pads/>) for the kitchen to ensure you understand the appliances, how things operate, available cookware, etc. A copy will also be located by the PADS box on the counter immediately inside the kitchen door.
6. When you arrive check that the coffee is already started and lunches have been made. The coffee makers generally take one cup of grounds for 20 8 oz. cups of coffee.
7. **Be prepared to serve guests at 6:00 a.m.** At 6:00 a.m. open the pass-through window and serve guests. Volunteer workers should wear clean food service gloves and serve through the pass-through window. Don't allow guests to serve themselves (Per DuPage County Health department) except drinks, condiments and pre-packaged or pre plated food. Also, roll the serving cart, with the coffee, out to the Fellowship Room. Plug it in to keep it warm.
8. Set up any tables that were folded up the night before due to a need for space for pads.
9. Put coffee, juice etc on the beverage table immediately on the right outside the door into the eating area. Salt, pepper, syrup if needed can either go on the same table or on the eating tables.
10. There will be boxed cereal available in the kitchen (usually under the shelves on the south wall) for anyone who wants a simpler meal. If you have a larger box please serve the guests through the pass through window.
11. Set out lunches for guests to take as they leave the facility. Guests will leave immediately following breakfast and be gone by 7am.
12. **PLEASE take opened leftover food with you** otherwise the food sits in the refrigerator all week and is ultimately thrown out. Any unopened food can be left in the refrigerator. It will be taken to the Food Pantry on Monday morning.

13. After the meal wash cooking utensils and sweep the floor (broom and dust pan are in the furnace room).

1. Either mop the kitchen floor or remind the clean-up crew if they are doing it. If the breakfast crew is mopping the floor, the mop is in the Janitor's Closet between the bathrooms. Please dilute the cleaning solution in the janitor's closet.
2. See the "3 Sinks" information in the "Facilities Instructions". Let dishes air dry after washing.
3. Separate recyclables from trash/garbage and placed in the bins on the right side of the trash room, which is out the west door and around the corner about 12' from the door.
4. Please double bag trash, insure that trash bags are not leaking liquids, and place them in the rolling container immediately outside the kitchen door.
5. Please be sure not to let coffee grounds go down the drain. Use a paper towel to wipe them into a waste basket. We have NO garbage disposal.
6. Turn off cook hood fan and light