

Instructions for Dinner/Setup Teams

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.

Families enter at 6:00pm, ready to serve dinner when others enter at 7:00pm

1. Building keys should be picked up by Thursday evening, either by your group's main coordinator or by someone on the dinner team. Keys are available during working hours from the church office (630-323-5530).
2. Your organization's PADS coordinator will be offered a familiarization walk-through. If you can not attend at that time, make arrangements for another time.
3. On Redeemer weekends the dinner team leader usually plans the menu and arranges for the purchase of food for dinner and lunch, **other than the turkey, cheese and bread for the sack lunches**. See section 6 in the General Notes at the beginning of these instructions regarding how to check if another site is open or closed and how many guests have been attending previously. If another site is not open we will be over our 51 guest maximum plus additional guests for dinner. That means we have to provide sack lunches to people who are turned away (usually 2 per person- one for dinner and one for lunch).
4. Review the Facility Instructions for the kitchen to ensure you understand the appliances, how things operate, available cookware, etc. They are available as item G at <http://redeemerhinsdale.org/outreach/dupage-pads/>. A copy will also be located by the PADS box on the counter immediately inside the kitchen door.
5. **Please supply your own paper goods for the meals and lunches as well as coffee**. If you run short you may certainly use Redeemer's PADS supply located on the shelves at the south end of the kitchen.
 - a. PADS does not reimburse for the cost of food, paper products, etc. It is recommended that you communicate whatever reimbursement policy your organization may have to your volunteers
6. The bottom refrigerator compartments and left freezer compartment are for PADS use.
7. Plan a balanced dinner to include entree, starch, vegetable and desert. The Redeemer weekend manager has available sample menus if needed. Purchase enough food to serve the anticipated number of guests plus your dinner team volunteers.
8. Serve dinner at 7:00 p.m. Guests come to the site hungry and are accustomed to having dinner upon arrival. Depending on your menu, you will probably want to start meal preparation by 5:00 p.m. if you are preparing food in Redeemer's kitchen.

9. Food should be served through the pass-through windows by volunteers wearing clean food service gloves. They are available near the PADS box on the kitchen counter and on our supply shelf. Guests are not to serve themselves except for beverages on the table outside the kitchen door.
10. Check with the PADS staff person as to how many late arrivals will need to have a dinner plated and saved for them.
11. If there is an unexpectedly large number of guests, check adequacy of food for lunches and notify the breakfast crew immediately if they need to prepare extras.
12. Prepare the sack lunches
 - a. Extra-large lunch bags should be used.
 - b. Prepare sandwiches and place in sandwich bags and then put them in refrigerator. Don't put condiments (mustard, mayo, etc.) on the sandwiches. There should be individual condiment servings available above the freezer which can be placed in the bags so the guests can prepare as desired.
 - c. Sack lunches should include a sandwich, a piece of fruit, chips or crackers, and a juice box or bottled water.
 - i. For Redeemer, put the snacks and beverage in the bags the night before, but put the fruit out in the morning for guests to take if they want them. Many times they don't.
 - d. Angelo Foods in Downers Grove is donating bread, cold cuts, and cheese for the sack lunches plus 4 gallons of milk for all meals. Irrespective of the number of lunch bags needed by guests, if this shift is making the sandwiches, PLEASE use **all** the donated foods to make additional sandwiches. Put them in individual sandwich bags and place them in the refrigerator. They will be taken to the HCS Food Pantry on Monday.
 - e. Leave a note for the breakfast crew to put the sandwiches in the lunch bags just before breakfast and to put the fruit out in the morning as well.
13. Clean up the kitchen and remove trash.
 - a. See the "3 Sinks" information in the "Facilities Instructions" section. Let dishes air dry after washing.
 - b. 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.
 - c. Please insure that trash bags (double bag them please) are not leaking liquids and place them in the rolling container outside the kitchen door.
 - d. Please be sure not to allow coffee grounds to go down the drain. Use a paper towels to wipe coffee grounds into a waste basket. We do not have a garbage disposal.

Set Up of Facility

We have found that it works very well to use the same individuals for both dinner preparation and site set up but others can of course organize this effort however they like. The site needs to be fully set up for guests by 6:00 pm, when families are admitted. Set up a “family room” for mothers with children 16 yrs old or younger in Room 106 – B or C.

1. See the **approved mattress layout diagram** (a copy is kept next to the PADS box immediately inside the door to the kitchen). Immediately prior to 6 pm get an estimate of the number of families and women (including late arrivals) so you can make final determinations regarding use of rooms. Put cones on mattresses to reserve them for latecomers as directed by PADS professionals. See the mattress layout that is provided separately (a copy next to the PADS box in the kitchen and item F at <http://redeemerhinsdale.org/outreach/dupage-pads/>) **Redeemer has a firm limit of 51 guests**. This is the only layout approved by the fire department for PADS guests.
 - a. Women sleep in Room 106 A
 - b. Mothers with young children under 16 yrs old should be given a room for families (generally 106 B and/or C). Note that fathers and boys over 16 are to sleep in the Fellowship Room with the other men. Consult with the PADS professional as to whether families with children over 16 should be in a family room. If there is a father with small children and there is no mother, use your best judgment as to how to accommodate them.
 - c. Sleeping is not permitted on the stage, in the room adjacent to it, or any room other than those included in the layout diagram.
 - d. Some of the Fellowship Room mattresses may not be able to be set up until after dinner, at which time some tables can be folded up if needed.
2. In some of the weekends in May and September the classrooms are still used for Sunday school, in which event they will need to be set up as you find them on Sunday morning. Many people find it helpful to take photos on their phones before moving tables etc around on Sat night to make it easier to reset them on Sunday morning.
3. Set up a small table inside the west (canopy) entrance at the top of the stairs for registration. This also serves to block the stairway up to the main floor, as guests should be on the lower level only.
4. Set up six (6) dinner tables at the west end (closest to kitchen) of the Fellowship Room for the evening meal. Keep them as close to the kitchen as is comfortable so as to enable most of the mattress pads to be set up, but leaving an isle near the window for food distribution. Tables and chairs are located in the room next to the stage when not in use.
5. Set up a table along the south wall just outside the kitchen door for water pitchers, the coffee pot, and a cooler of lemonade
6. It is recommended that mattress pads be set out in advance, but that guests pick up pillows and linen sets from the stage to make their beds themselves. Unused pads can be picked up to allow guests more space. This also reduces the number of linens that need to be washed and pads to be wiped down in the morning. During warm weather you may want to leave the blankets at the edge of the stage and guests can help themselves if desired.

7. Set up two tables across from the restrooms for towels, clothing/socks, etc, and toiletries for guests to take up as needed. Towels and wash cloths and any donated clothing will be on the stage. Toiletries are set up in bins and can be found on the shelves on the stage. Please don't put many extra towels out. Extra towels tend to disappear and replacing them becomes expensive.
 - a. Note that unlike the other items on the table, the towels are only for use at Redeemer. It is natural to assume that all the items are free to be taken away, but the towels are needed for the shelter and replacement of them becomes expensive. In the PADS box in the kitchen should be a sign that says "Towels Only For Use At This Location". Please post it in front of the towels.
8. Blue laundry baskets labeled "Wet Towels" are located on the stage. Place them in front of the janitor's closet between the rest rooms for people to leave used towels.
9. There is a rack of large rolls of colored paper at the far east end of the hallway. It should be wheeled in front of the stairs to the upper level in order to block them off.
10. **Children's items:** These should **not be set out** but if needed some toy etc may be located in the closet on the stage. A small quantity of diapers, wipes, formula and baby food may also be available on the shelves in the stage closet. If they are available, hand them out only as requested/needed.
11. The large TV should be rolled into the hallway. As noted in paragraph 20 of the general notes above, videos are no longer provided
12. Other forms of entertainment including board games, cards, magazines, books, etc. may be available on the stage based on what is donated. If available, put them out in the dining area after the meal is cleared.
13. A large fan is set up at the back of the stage to help with air circulation and should be turned on **prior** to guest arrival. Two small fans should be in one of the rooms 106 A-D. One should go in the room for women. The other should be in one of the family rooms.
14. There is only one toilet for men, who frequently number 40 or more. While we try to remember to provide additional toilet paper, overnight and morning staffs should check to insure there an adequate supply. This is both for the guests' benefit and to insure that paper towels aren't flushed down the toilets. If the bathroom supply runs low, more rolls are available in the furnace room.