

FOOD PLANNING

Evening Snack Coordinator

There is a notice in the registration form asking attenders to bring cookies and baked goods for the evening snacks. The cookies are collected in the dining room as people arrive. They need to be stored in mouse-proof containers on the counter behind the serving tables. Clearly label the counter: ITEMS FOR EVENING SNACK.

Friends bring snacks throughout the week so if you do not have a lot that first night, do not worry, more seem to come later. Use homemade cookies first because they will be fresh.

The Evening Snack Coordinator and volunteers (from the signup sheet on the sign-up board) are in charge of preparing, serving, and cleaning up snacks and beverages after the evening program. Snacks generally run from 9:00 until 9:45, but some flexibility has to be given for change in program and things running late. Sometimes, the biggest problem is not enough volunteers or that they do not come early enough to help set up or stay to clean up. Be sure to let the volunteers know that arriving in time to set up and staying to clean up are part of the job.

If there are not enough people signed up to help or they are forgetting to show up, let the overall Food Coordinator know and perhaps an announcement can be made, before the closing of the evening program, that help is needed.

Set Up

Be sure to arrange with cook and the overall coordinator to save leftover hot and cold beverages from dinner for the evening snack.

Use napkins for cookies and hot/cold paper cups for beverages. The site prep purchase list includes these, so they should be on hand when you arrive on Wednesday. (If you decide to use regular cups, you may need to run the dishwasher afterwards so there are enough for breakfast.)

Set out snacks so they look presentable. Put out cups and napkins. Serving trays, if you need them, can be found in the kitchen.

On Friday, there will be watermelon outside on the lawn. The cooks buy the watermelon. On that night, volunteers will need to come earlier. Tables have to be set up next to the meetinghouse (on the driveway near the handicap ramp is a good location— near the dancing on the front lawn) and the watermelon needs to be cut. Tables that are already in use outside can be used (either from the basement or the dining tent). Ask for help to move the tables and then to wipe them down and move them back later. Cold drink containers, cups and napkins are set out with trays of sliced watermelon. Have 2 trash containers, one for disposing of rinds and another for paper trash.

Cleanup

Cleanup involves cleaning up the dining room (wiping tables, sweeping floor, disposing of trash, etc.—refer to the cleanup signs on the dining room walls). Since people may linger after the snack time ends (9:45 p.m.), cleaning up around those lingering people or waiting until they all leave (which could be well after 10:00 pm) would be up to the discretion of the coordinator and volunteers. If delaying the cleaning up time until people leave, the snack coordinator may want to delegate being the last person to leave so he/she is not stuck with staying late every night.

Using paper for evening snacks makes cleanup faster and easier. If, however, cleanup requires use of the dishwasher please make sure that someone who is familiar with the machine is on hand. **DO NOT LEAVE DIRTY DISHES FOR THE BREAKFAST CREW!**

The overall Food Coordinator is to see that the coffee pots are cleaned, and then possibly filled and ready to plug in by the cooks early in the morning. Check with that person to coordinate use and cleaning of the coffee pots after dinner.

Be sure all pots are unplugged.