



Food Service Procedures

At the end of worship, Table Captain should stand at the back of the van, and gather together, those who have come to serve. Introduce self, ask what group/ church volunteers are from, and thank them for serving at this wonderful ministry.

Table captain will instruct servers that,

- No one may be allowed to serve who is ill, may be ill or who has open sores.
- Each server must use the hand wash station prior to donning gloves.
- Everyone must wear gloves at all times.
- Handiwipes are to be distributed at the first station of the service area only.
- Food items are to be placed and served in the order of: main course and sides first, then salad and bread. Shake up and uncap dressings.
- Fork (spoon) and napkin are placed at/near the end of the service line.
- Immediately upon removing foil, cover each serving pan with a Plexiglass lid.
- Each person being served, should be asked if they would like whichever food item is being served. The plate is then to be passed to the next server until the end of the line. Remind them to look each person in the eyes and to engage with them as much as possible;

Table captain will direct the following actions:

- If it is a large group of servers, have servers do a split shift so everyone has an opportunity.
- Make sure the garbage can is removed from the van and set close to the end of the serving tables for the empty tins;
- Continue food service until no food is left, no one returns for additional servings or 8:45, whichever occurs first.
- Once most have been served, several can walk around and pass out sandwiches and/or desserts while maintaining all sanitary requirements.
- If any food is left over at the end, cover with fresh foil, mark with description and date and return to warmers in the van or ask that the driver do so.
- Wipe down tables thoroughly with sanitizer then fold and return to the van.
- Dirty utensils, tablecloths, etc. get returned to the van and garbage gets dumped with other garbage.

Table captain will double-check that all items have either been returned to the van or disposed of as appropriate.

Table captain will thank and dismiss the servers.