

2019 Spring Roast Beef Dinner Volunteers

4:30 pm-6:30 pm, Thursday, April 25, 2019

First United Methodist Church

Dine In, Carry Out or Drive Thru

CHOCOLATE CHIP COOKIE BAKING DAY Sunday, March 31

PREPARE cookie dough *at home– recipe provided (original recipe is tripled) – bring Sunday morning, March 31 and leave in kitchen*

Bake cookies *(8:00 am-noon)*

APPLE CRISP MAKING DAY Wednesday, April 24th at 9:00 am

Peel apples *(9 am-1 pm)*

Bake apple crisp *(9 am- finished-around 2:00)*

Roll silverware and/or set tables/put foil in to go containers *(9 am -finished-around noon)*

DINNER DAY Thursday, April 25, 2019

Trim Beef *(7:30 am-9:30 am) trim beef and wash dishes*

Morning Kitchen Helpers *(9:30 am-11:30 am) Prepare coleslaw; gravy, prepare coffee pots, & wash dishes (if needed)*

Morning Dishwasher *(9:30 am-Noon) – Rack, rinse and run dishes through dishwasher; let dry and put away.*

Early Afternoon Dishwasher *(Noon -4:00) – Rack, rinse and run dishes through dishwasher; let dry and put away.*

Volunteer Directors *(5:00 pm-Clean up around 9:00 pm)-check in the volunteers)*

Dining Room Prep (noon-4:30 pm) *Fill coleslaw bowls, water jugs, roll baskets, coffee carafes. Clean highchairs. Set each table with butter, pickles, water, coffee, basket of rolls. Prepare the drive thru area with plastic bags and rolls in individual bags. Prepare outside drive thru area with table. Start coffee pots. Dish washing.*

Apple Crisp Platers (2:00 pm-4:30 pm) *Put apple crisp on plates, arrange plates on carts and tables in social hall.*

Afternoon Kitchen Helpers *Cut meat; make potatoes, gravy, corn; wash dishes if needed.*

2-6:30 pm - *Potatoes*

2-6:30 pm - *Coleslaw, corn, gravy (help where needed in kitchen)*

Steam Table Platers – *Two shifts – Dish up beef, potatoes, gravy & corn; give cartons of milk to Special Order staff when requested.*

4-6:30 pm-*First Shift*

6 pm thru Clean-up (9/10 pm)-*Serve & Clean-up Shift (Dining room closes at 6:30 pm and then the volunteers eat)*

Food Runners (4:15 pm-6:30 pm) – *Load hot plates on cart; roll cart of hot food to dining room. Move empty cart to hallway, wipe off any spilled food. If more diners are waiting to be served, reload with more hot plates. If not, wait for more diners to be seated.*

Youth & community helpers help deliver food, too

Coleslaw/Pickles/Rolls Servers (4:15 pm-6:30pm) – *Offer coleslaw & pickles to each seated diner; fill pickle & butter dishes, fill roll baskets, water pitchers and coffee carafes ready for resetting tables; help bus & reset empty tables, help clean up spills.*

Table Servers (4:15 pm-6:30 pm) – *Serve hot plates to seated diner, relay special requests to Special Order staff; offer coffee, milk, water, bus & reset empty tables; help clean up spills, in charge of customer service at assigned table (make guests feel welcome, get what they need, thank them, and invite them to our next dinner)*

Apple Crisp Servers (4:15 pm-6:30 pm) – *Keep apple crisp on new table settings for dinner; help bus & reset tables*

Bus/Reset Tables (4:15 pm-7:00 pm) – Clear tables: put dishes & trash at scraping station; wipe off tables and chairs with damp cloth. Spray table top to disinfect, wipe with clean towel. Move highchairs to the wall, wipe clean, spray tray to disinfect. Reset tables with placemat, coffee cup, silverware, rolls, butter, pickles? coleslaw?, water pitcher & cups, hot coffee carafe, & apple crisp. Bring mop & bucket to clean up large spills.

Scrape off dirty dishes (4:15 pm-7:00 pm) – Take dirty dishes from servers, scrape food and trash into labeled trash cans; stack dishes & silverware in bins. Bring dirty dishes to the kitchen.

Late Afternoon Dishwashers –Two shifts – Rack, rinse and run dishes through dishwasher; let dry and put away. (Pots and pans in large sink too.)

4 pm-6 pm

6 pm-9/10 pm (until finished)

Make Coffee, take out garbage, & dirty dishes to kitchen (4:30 pm–6:30 pm)
Rinse out large coffee pots; fill with water; measure coffee, plug in. Check for signs of perking. Take out garbage from dining room to dumpster and bring dirty dishes from dining room to kitchen

Take Out / Drive Thru Orders (3-7 pm & 4-7 pm)

Runners (youth) (3:45 pm-6:30 pm) Help wherever needed

Youth Director has list of where help is needed and will assign jobs!

Take Out/Drive Thru Servers (3:00 pm-7:00 pm/clean-up)-all dishes & food to the kitchen & return paper products to roast beef dinner closet in East Lounge

“Cooler” Help in Drive thru (3:45 pm-6:30 pm)-keep coolers stocked & give to drive thru orders to the car leaders

Restock food & supplies in the Drive-thru (3:30 pm-6:30 pm)

Direct drive thru traffic (4 pm-6:30 pm)

Clean-Up Crew (6:30 pm-9/10 pm-until finished)- Wipe tables & chairs; clean kitchen, apple crisp room, carry out area & dining room; take down signs inside & out; get leftover food ready for a nonprofit; return materials to storage closet in East Lounge; sweep/mop floors in dining room, kitchen, apple crisp room, drive-thru room

Apron Cleaning – *Day of event-take home aprons, wash and iron and return to church office by Sunday, May 12, 2019 after worship*

Leftover Food – *Relocate the leftover food to non-profits*

Food Scraps – *Relocate the food scraps to WLSSD. Pick up and return WLSSD containers.*

Recycling- *Leader/Educator of the scrapers*

EVERY DAY Now through Thursday, April 25, 2019

Prayer Crew – *Unable able to attend but will send prayers for a God-filled successful event, making new friends, serving delicious food, delightful 50-degree weather (no rain, hail, ice, or snow) and raising lots of money for our church ministries. Even if you are attending the event, praying for a successful event!*

THANK YOU FOR YOUR HELP & ENERGY!

THANK YOU FOR YOUR PRAYERS FOR A SUCCESSFUL EVENT!

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