

BREAKFAST VOLUNTEER -overview time range for early/late bus pickup

Where: Enter at main entrance of parish center. The doors are unlocked for ½ hr., centered on your arrival. Breakfast is served in the Community Room.
When there is a funeral, we serve in the Bride's Room.

When: Monday – Friday and Sunday 5:45-6:00 am until 7:00-7:30 am (Breakfast 6:00/6:30)
Saturday 7:30 am until 9:30 am (Breakfast 8:00 a.m.)

What to bring: Whatever breakfast food you wish. Some examples include: Cold cereal, muffins, toaster waffles, strudels, fruit, pop-tarts, donuts, smoothies, yogurt and chocolate milk mix. Talk with the prior day's hosts to get an update on needed supplies. Milk, coffee and juice are supplied.

Saturday hot breakfast:

Saturday morning the families get to sleep in. The bus doesn't pick them up until 9:00 am. Guests will almost always wake up if they know hot breakfast will be served. They love things like eggs, pancakes, sausage, etc. Many of our families do not eat pork, so plan on turkey sausage or turkey bacon.

Where to set up: You may set up at the kitchen buffet window or at the long table in the dining room. Set out plates, bowls, napkins and silverware on one end. Set out glasses, juice and milk. Set out food selection. Plug in the toaster at the buffet window.

Reminders: Start with a small pot of coffee, which dispenses individual cups.
Turn on the dishwasher, so it heats the water for later use.
Refer to *Kitchen Basics*, posted in kitchen, for use of equipment.
Use any milk, juice, yogurt and fruit, jam, syrup, etc. found in the two refrigerators marked *Families Moving Forward*. Non-perishables are stored in back aisle on carts and counter.
[Visit during breakfast to observe and ask questions, if you are a new volunteer.](#)

What to expect: Breakfast is unpredictable. Some mornings many people will show up for breakfast, while on other mornings few guests will eat. Guests tend to have small appetites for breakfast. Families may be tired and some not talkative in the morning. Parents may appreciate help with getting food for children or setting up toddlers with booster seats, etc.

At close to 6:30/7:00 Make sure families are finishing up. Most families have lunches in large bags in refrigerator. (8:30/9 on Saturday) Set these out and remind families to take them. If needed, help large families navigate to parish center doors where bus will pick them up. Families are not allowed to eat on bus. Food goes in food bucket at front of bus.

****If any family has not surfaced, please go upstairs to be sure they are awake and moving along so they do not miss the bus!!**

Clean up: Families usually bus their own plates into rubber bins. Clear any glasses and plates left on tables. Wipe off tables, and clean the kitchen. Empty and clean out coffee pot if used. Spread dish towels to dry.

Before leaving: Write in logbook any food items we are running low on.
Check all bedrooms upstairs. Be sure lights are turned off. Check bathrooms.
Let us know with a note in logbook of any shortages of products or problems.
Put any soiled laundry from kitchen in laundry room, behind kitchen.
Take any smelly trash to the dumpster.
Stay until the families have left on the bus.

Phone Update: Phone the Breakfast Volunteer who follows you, with an update on breakfast supplies needed.

Thank you for volunteering!!

Questions or concerns...please contact Breakfast Coordinators.

Kitchen Information, Lumen Christi

An alphabetical listing for location of *Kitchen Inventory* is posted.

Refer to *Kitchen Basics*, as needed, posted in kitchen.

Kitchen Manual, three ring binder, is located on the side of the desk, back corner.

Microwave- directions found on top of microwave.

Dishwasher – direction posted on wall; turn on early to assure hot water.

Dishes take 3 minutes to dry. Run three racks through and first should be dry.

Silverware needs to be run through twice! Must be totally dry, before put away.

May need to be left out for several hours to dry. No dish towel drying-health regulation.

Stove top – flame lights when you turn it on.

Pilot lights do not turn off, therefore surface is hot.

Oven – Just turn it on. Check to be sure flame lit.

If the pilot light were to go out, a long nose lighter can be found in the tool chest.

Oven runs about 25 degrees lower than dial setting!

Convection Oven – If using convection, set the temp about 25 degrees less than called for, as fans circulate the hot air and food cooks faster.

Grill is always warm

Fire Extinguishers are on the wall

**If there is a fire, leave the air/fan switch “ON”.

-Tubes with auto spray?

Fuse box – outside the pantry

Two switches: light and air must be “ON” for oven use.

Shutdown, after cooking:

Check that oven is off and two switches near pantry are off, after dinner.

Serving Supplies:

- Pantry has serving dishes
- Tool Box has cooking tools
- A back wall drawer, near pantry, has serving tools.
- See alphabetical listing of *Kitchen Inventory*, posted on wall.

Please insure kitchen inventory is replaced in correct location!

Breakfast Volunteers –when Funeral Scheduled:

If there is a funeral scheduled at Lumen Christi for the morning that you are serving:

****Co-chairs and Breakfast Coordinators will receive notice of funerals, as they are scheduled, and let you know!**

We will make every effort to accommodate the Funeral Ministry as follows:

Breakfast Location:

Serve breakfast in the Bride's Room, if requested by Funeral Ministry.

Funeral on a Friday – Ask the Men's Group to shift their meeting location.

FMF Storage Space (marked on wall):

- NE corner of the Kitchen is designated storage for all FMF kitchen counter items.
- Use one tan plastic cart for FMF usage: move any counter items to the cart and wheel into NE corner kitchen
- We will have the snack foods sorted and in bins. Stack these in the NE corner of the kitchen
- We may use two sinks, furthest back for lunch supply storage
- The Large Blue bin with FMF kitchen supplies, move into same NE corner area, beneath the counter
- If the Funeral Ministry shifts FMF refrigerator items, to allow multiple trays, they will shift things back.

Timing- use of kitchen:

- The kitchen space will be shared prior to 7:15 AM
- Breakfast servers will finish by 7:15 AM
- At this time, the counters will be cleared and FMF items moved to NE corner of kitchen
- Funeral Ministry can expect to have full usage of kitchen after 7:15 AM

Proper use of kitchen:

- Please insure kitchen inventory is replaced in correct location.

Check alphabetical listing posted in kitchen, if you are unsure of proper storage location.