

Dinner Volunteer

- Where:** Enter at main entrance of parish center. The doors are unlocked for 45 minutes, beginning weekdays at 5:00 p.m., Sunday at 3:45 p.m. Dinner is served in the community room.
- When:** [Monday through Saturday; Plan to arrive 5:00-5:30 pm. to greet the guests.!!!](#)
Guests arrive between 5:45 and 6:15 p.m. Occasionally later bus schedule, we will try to let you know. This gives you time to set up for dinner. Plan to serve dinner around 6:00-6:30 p.m.
[Sunday: Arrive 3:45-4:15 p.m.](#) Guests arrive between 4:20 and 5:00. Plan to serve dinner around 5:30 p.m.
- Menu:** You should discuss your menu with the dinner coordinator. There are two families signed up for dinner each night. Coordinate; who will bring main dish, side dishes, dessert. Plan to recruit one of your group to run the dishwasher. Ovens are available to warm food at Lumen Christi, please prepare at home. The doors unlock at 5:00 (M-Sat.), allowing approximately 45 minutes for food warming. The dinner coordinator will call ahead, to give you guest arrival time and numbers.

What to do when you arrive:

- Sign in the logbook, at front kitchen counter. Make a name tag (first name only).
- Check the book for updated information, (for instance, a guest or whole family might not be there that night or a family arriving late may want dinner held for them).
- Check posted food restrictions.
- Set out plates, glasses and baskets of silverware on long tables in front of counter.
- Put out condiments. As dinner is ready, place food, buffet style, on long tables.
- Set out beverages: milk, juice, pitchers of water, found in the two refrigerators marked *Families Moving Forward*.

- Reminders:** Turn on the dishwasher, so it heats the water for later use.
Refer to *Kitchen Basics*, posted in kitchen, for use of equipment.
Non-perishables are stored in back aisle on carts and counter.
If a guest expresses unhappiness with dinner menu, take it cheerfully, we can't please everyone.
Refer the guest to secondary dinner options: macaroni & cheese or leftovers.
[Visit during an earlier dinner to observe and ask questions, if you are a new volunteer.](#)

When the guests arrive:

- Meet the families as they come off the bus. Offer to assist with small children or packages.
- Families may want to bring their things upstairs before dinner.
- Let them know right away, time dinner will be served.
- No food may be brought into bedrooms.
- Gather for grace before dinner. After serving, please sit, dine and chat with guests.

After dinner: Clean dining room and kitchen. Clear and wipe off tables and highchairs, vacuum if floor is messy.
Run dishwasher, put dishes away and spread dish towels to dry.
If there is extra food, mark it for FMF and refrigerate. Encourage families to take leftovers for next day lunches. If there is a lot of food left, take some with you.

Please encourage guests to make lunches for the next day, right after dinner. You can set out sandwich/lunch fixings from refrigerator. Bags and containers are in gray bin on kitchen floor. Snack type items are on carts and shelves near the dishwasher. Guests may take leftovers from dinner, if they like. Remind guests to label and refrigerate lunches.
Note in the logbook if we are running short on lunch supplies or beverages.

When to leave:

Evening host volunteers arrive at 7:00 pm. Please fill them in on any necessary information and make sure the kitchen is clean before you leave. Thank you for volunteering!!

Questions or concerns...please contact Dinner Coordinators.