

## **Volunteer Guide for *Our Daily Bread***

First, please accept our sincere thanks for your dedication. Without you, we would be unable to provide this critical service to the Athens community.

Please use this guide as a tool to help make the volunteer experience most convenient and rewarding for you. If you have any questions about the recommendations listed below, please feel free to contact Action Ministries' Program Administrator, Solomon Smothers, at: 706- 201-5118 or [ssmothers@actionministries.net](mailto:ssmothers@actionministries.net). If you are interested in getting a date for your group to serve at Our Daily Bread, you will also contact Solomon at [ssmothers@actionministries.net](mailto:ssmothers@actionministries.net). For questions specific to serving in the kitchen (e.g. what foods have been served recently, how many people to expect, etc.), please call our Kitchen Coordinator, Zach Burgess, at 706-247-2274.

Again, please accept our thanks and our hopes for continued partnership. The following information is intended to ensure that your volunteer experience is fulfilling and effective. Food suggestions are merely observations of guests' preferences- we welcome innovation!

### **Weekday Lunch Schedule**

Please arrive by 10 a.m. if you are planning to prepare the food on-site. Volunteers will be available to help unload food and supplies from your vehicles. (If preparing the food at your site, please arrive no later than 11:30, in order to set up food and have it ready to serve by noon.) We begin serving the lunch meal between 11:45 and 12. If there is ample supply, seconds will begin being served at 12:50 p.m. Please wait until this time to serve second helpings, to ensure that guests who arrive towards the end of the hour are able to receive a meal. The kitchen stops serving meals at 1:00 p.m. We are happy to perform all kitchen clean-up. Also, you are welcome to eat with us after serving, but please be aware that kitchen clean-up must begin by 1:20. Zach, our Kitchen Manager, is on site to answer any questions you may have.

### **Safety**

We ask that you comply with the following guidelines to make the volunteer experience safe for you and others:

- Wear only closed-toed shoes (no sandals or flip flops)
- Please, no jewelry other than a basic wedding band
- Hairnets are available and must be worn by every volunteer
- Gloves are available and are worn by every volunteer who will be touching food directly
- No long or acrylic/plastic nails are permitted
- Volunteers are not allowed if carrying any communicable disease (e.g. flu, cold, etc.)

- Volunteers for weekday meals must be at least 17 years old. No one under the age of 17 will be allowed to prepare food in the kitchen – No exceptions. Sack meals may be served by younger children if accompanied by a guardian.

Disposal of Waste: We make every possible effort to be environmentally conscious; please place all cardboard boxes outside the kitchen door. Please place all metal, glass, and plastics on the dishwasher counter (so they may be cleaned and recycled appropriately)

### **Food Safety**

- All hot food must remain at a minimum of 141 degrees
- All cold food must remain at 41 degrees or below
- To comply with these regulations, we suggest keeping all hot food on the stove or in oven (on warm). Keep cold foods in our ice chest, and cold food dishes on ice
- Please remember to change gloves if you touch an unsanitary or non-food item before handling food again
- Please wash hands according to the posted instructions
- No open beverages are permitted in the kitchen; a closed container (e.g. fast food drink with a straw or covered coffee cup) is allowed
- Please refrain from eating food in the kitchen as the meal is being prepared; this is in violation of the Department of Environmental Health guidelines
- The sink that is located immediately to the left of the coffee maker is for washing fruits and vegetables only

### **Service**

- Please call at least a week in advance if your group, for any reason, will not be able to serve on your scheduled date. This will ensure that we have adequate time to prepare or find a replacement. If you cancel with less than one week's notice, please consider helping to compensate for the cost of the meal to which your group committed; we are unlikely to find replacement and will then have to bear the unexpected cost of that meal.
- We recommend calling a few days before your commitment date to ask about the recent level of attendance. Average guest numbers range from 125 to 180 (70-100- sack meals). Zach can be reached on weekdays from 9-11 a.m. at 706-247-2274 or Kimberly may be reached at 706- 201- 5118.
- It is helpful to call and ask what foods have been recently served, so a variety of meals are made available to guests
- Many of our guests eat diets that are laden with carbohydrates; we appreciate any efforts to incorporate fresh fruits and vegetables, or rinsing canned food with water to remove excess sodium

- If possible, serving whole wheat bread is appreciated.
- In cold weather, guests really enjoy casseroles, soup, stews- any warm, hearty meal
- Lighter meals, such as sandwiches, salads with meat are great in warm months
- Our Daily Bread gladly provides the beverage, dessert, and condiments for weekday meals
- Please try to place a whole meal on one plate, since guests serve themselves and some have limited mobility and/or dexterity
- We offer seconds at 1 p.m.; please wait to serve seconds to guests at this time, to ensure that latecomers receive a meal
- Please place one plate at a time on pick-up counter to avoid guests losing their place in line and/or touching the plate of another guest.

### **Guest Favorites**

- Lasagna
- Meat and three: Any meat item with vegetables on the side
- Pasta or tuna salad
- Chicken salad
- Tomato sandwiches
- Navy, pinto, kidney beans with onions
- Breakfast for lunch: eggs; bacon, sausage or ham; grits; toast or biscuits
- Chicken and rice casserole
- Chicken pot pie
- Fried chicken
- Hamburgers (French fries are a real, rare treat)
- Chef salad (green salad, egg, meat, fresh veggies)
- Grilled cheese (with or without meat)
- Beef or venison stew
- Vegetable soup
- Fresh fruit (cantaloupe, tangerines, grapes, strawberries, bananas- apples are difficult for many of our guests to eat because of dental problems)
- Mashed potatoes/gravy
- Dressing
- Sloppy Joes (served with slaw or potato salad and chips)
- Barbecue of any kind

### **Weekend Sack Meals**

Our Daily Bread also serves one sack meal each day of the weekend, on Saturday at noon and on Sunday at 3 p.m. This meal is different from the weekday meals, as the meals are

prepared off-site (at your church or organization) and then brought to Our Daily Bread and served. Please arrive no later than 12 p.m. on Saturdays or 3 p.m. on Sundays to serve. We recommend that you only dispense one sack meal per person, and wait until 12:50 on Saturday or 3:50 on Sundays before serving seconds. Our goal is that every person arriving before the meal is over has the opportunity to be served a meal.

The sack meal might be the only or the most substantial meal of the day for guests, so we suggest the following components:

2 sandwiches (e.g. peanut butter/jelly, turkey or other meat w/cheese)

Chips or snack crackers

Fruit (please, no apples, as many guests have a difficult time chewing these)

A bottle of water OR canned drink (please include some diet drinks if serving soda)

Often, the sack meal is served outside in the courtyard area at Our Daily Bread, and guests will take the meal and eat off-site. Please feel encouraged to stay at Our Daily Bread and visit with the guests who come for a sack meal. If you are comfortable doing so, we welcome you to eat a sack meal in the courtyard area, or on the steps, with our guests. This is a wonderful opportunity to learn about our guests and enjoy the fellowship that comes with serving at Our Daily Bread. Regarding the number of sack meals to prepare, the number of guests is variable depending on weather and the time of the month. Any leftover sack meals may be offered as seconds at 1 p.m. on Saturday or 4 p.m. on Sunday or may be left at the Our Daily Bread kitchen to be served on Monday.

**Important numbers:**

Kitchen Manager, Zach Burgess: 706-247-2274

In case of emergency, please call Zach Burgess, Kitchen Manager OR Solomon Smothers, Program Administrator at 706- 201- 5118.

**Please note the new home of Our Daily Bread:**

First Baptist Church Athens

355 Pulaski Street

Athens, GA 30601

## **Saving Money**

We realize that the cost of food is not decreasing, even though our guest numbers are increasing! We would be happy to provide any guidance we can on how to cut costs, which will enable you to extend your missions/outreach budgets as far as possible. One key recommendation is to become members of the Northeast Georgia Food Bank, and utilize that membership to buy food for your meals at Our Daily Bread. One group served a noon meal for less than \$40 by utilizing their Food Bank membership creatively. To become a member of the Food Bank, please visit the website: <http://www.foodbanknega.org/partners.php> and apply.

## **Other Opportunities**

You are making a critical difference in this community by serving at Our Daily Bread. Action Ministries provides other key programs in Athens, as well as hosts special events to raise awareness and support for our mission: creating Hunger, Housing, and Education solutions with our neighbors and volunteers. Please let us know if you are interested in any of the following:

- Serving as GED or computer tutor/mentor
- Hosting a friend-raising party
- Souper Bowl Sunday- bring new meaning to your Super Bowl party by making this year's festivities focused on the meaning of giving
- Action Dash, our family friendly road race each Labor Day
- Support Dine Out for *Our Daily Bread*, this year on November 7, 2013
- Share your growing skills in our new community garden
- Invest in one of our life changing programs through a financial donation
- Create a service project! We love your ideas and we enjoy making them reality
- Like us on Facebook
- Visit our website: <http://actionministries.net/action-ministries-athens-thanks-action-dash-superheroes/>

Thank you for your spirit of service, and we look forward to another year in sharing this ministry!

Erin Barger