

Friendship Kitchen

Friendship Kitchen



Handbook

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Friendship Kitchen

What is a Friendship Kitchen?

Friendship Kitchen is an outreach ministry that provides free lunches on Saturdays from 11:00 a.m. to 1:00 p.m.

Who is eligible for a meal?

Anyone

What types of meals will be served?

Meals will vary - a menu will be developed for each week's meal

Will meals be delivered?

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Will meals be delivered?

No, however, there are some instances where someone can take a meal to a shut-in

How does it work?

A planning committee will determine the exact details. The program could work as follows:

- A sign is put out on Saturday Morning that says "FREE LUNCH – 11:00 a.m. – 1:00pm"
- The round tables are set up in fellowship hall (Social Distancing)
- Each table setting will include disposable silverware, napkins, and prayer request card
- Meals will be plated, and delivered to the table
- Guests will be greeted at the door, temperature taken, and then escorted to their table
- Food and drink will be brought to the guest
- When the meal is finished, guest will take placemat home and the table will be cleared and sanitized. Completed prayer cards will be collected
- A basket of hygiene items will be available at the exit

Who can volunteer? Anyone

- Teams for each week (a sign-up sheet will be posted each week) and will consist of a Team Leader, Cooks, Servers, Greeters, Set-Up and Take-Down crews, and Clean-up crews
- Children's Department can make place mats
- Youth Department can sign-up as Servers, Greeters, Set-up, Take-down and Clean-up crews

Friendship Kitchen

Team Composition

A Team will consist of the following:

- 1 - Team Leader
- 1 – Lead Cook
- 3 – Assistant Cooks
- 2 – Greeters (minimum)
- 4 – Servers (minimum)
- 2 – Set-up Crew (minimum)
- 2 – Take-down Crew (minimum)
- 2 - Grocery Shoppers

Note: What is listed is the minimum number needed for that day. You do not have to be a team member to volunteer for that day.

Friendship Kitchen Team Leader

Team leader will:

- Coordinate the efforts of the team on duty for that particular Saturday
- Ensure the team is fully staffed
- Arrive at 9:00 a.m. and put out signs on Memorial right-of-way
- Make sure tables have been set up according to guidelines
- Make assignments to volunteers who are not on team but wish to help

Friendship Kitchen

Lead Cook

Lead Cook will:

- Determine meal menu for their particular Saturday
- Develop shopping list
- Provide shopping list to volunteer shopper who will purchase supplies during the week
- Arrive at 9:00 a.m.
- Coordinate the efforts of the assistant cooks
- Make sure kitchen is cleaned and ready for the next week
- Make other assignments as necessary
- Take the free Tulsa Health Department Volunteer Training course and print off the Volunteer card to have on hand
 - www.tulsa-health.org/volunteer-online-training

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Assistant Cooks

Assistant Cooks will:

- Arrive at 9:00 a.m.
- Prepare meals
- Plate meals and drinks
- Clean kitchen in preparation for the next week
- Take the free Tulsa Health Department Volunteer Training course and print off the Volunteer card to have on hand
 - www.tulsa-health.org/volunteer-online-training

Friendship Kitchen

Greeters

Greeters:

- Arrive at 10:30 a.m.
- Greet guests at entrance
- One greeter will be take guest's temperature
- Other greeters will escort guests to table

Friendship Kitchen Servers

Servers:

- Arrive at 10:30 a.m.
- Deliver food and drink to each guest
- Clean-up and sanitize after the guest has left
- Empty trash cans when necessary

Friendship Kitchen Set-up Crew

Set-up Crew:

- Set up table and chairs according to provided plan
- If possible, set up prior to Saturday morning
- Sanitize tables and chairs
- Set the table with placemats, silverware, and visitor cards
- This team does not have to be present on Saturday but could come in at 9:00 a.m. and set-up tables if desired

Friendship Kitchen Take-down Crew

Take-down Crew:

- Sanitize tables and chairs before take down
- Take down tables and store them as directed
- Sweep area

Friendship Kitchen Other Volunteer

Shoppers:

- Obtain Debit card from church office
- Purchase supplies from grocery list provided by lead cook and store in kitchen
- Bring receipt and card back to church office

Friendship Kitchen Safety

Food Handlers

- Take the free Tulsa Health Department Volunteer Training course and print off the Volunteer card to have on hand
 - www.tulsa-health.org/volunteer-online-training

Covid

- Temperatures will be taken at the entrance
- Those with temperatures will not be allowed to enter, but will be given a “to go” meal
- Masks and gloves will be worn by all volunteers
- Food handlers and servers will wear protective gloves
- Tables and chairs will be sanitized before and after the guest have finished the meal

Friendship Kitchen Volunteer Sign-up Form

Date: Saturday _____

Team Leader: _____ Phone: _____

Lead Cook: _____ Phone: _____

Assistant Cook (1): _____ Phone: _____

Assistant Cook (2): _____ Phone: _____

Assistant Cook (3): _____ Phone: _____

Greeter (1): _____ Phone: _____

Greeter (2): _____ Phone: _____

Server (1): _____ Phone: _____

Server (2): _____ Phone: _____

Server (3): _____ Phone: _____

Server (4): _____ Phone: _____

*Set-Up (1): _____ Phone: _____

*Set-Up (2): _____ Phone: _____

Take-Down (1) _____ Phone: _____

Take-Down (2) _____ Phone: _____

*Shopper (1): _____ Phone: _____

*Shopper (2): _____ Phone: _____

*Note: These team member do not have to be present on Saturday. These duties can be accomplished during the week prior to the Saturday event.

Friendship Kitchen Table Set-up

- 10 Tables will be set up in the Fellowship Hall (using social distancing)
- Each table will have 5 chairs.
- Tables and chairs will be sanitized during set-up.
- Table settings will include a place mat and silverware packet and Visitor/Prayer card.

Friendship Kitchen

Menu Suggestions

Each team will determine the Saturday menu.

The following are suggested menus for the Saturday meal. You are welcome to use your own ideas....

- Lasagna, garlic bread, salad
- Chicken noodle soup, salad
- Pulled Pork sandwiches, baked beans, coleslaw
- Hamburgers, baked beans, potato chips
- Spaghetti with meatballs, garlic bread, salad
- Chicken with dressing & gravy, green beans, salad
- Chili, cornbread, salad
- Baked potatoes with various sides, salad
- Beef stroganoff, green beans, Salad
- Tacos, refried beans, rice
- Chili dogs, potato chips
- BBQ sandwiches, potato chips
- Chicken nuggets, squaw bread
- Sub sandwiches, chips