

"SEEDS OF CHANGE" COMMUNITY DINNERS

Meal Team Planning Guide



**"Seeds of Change" Dinners are a program of
Mountain View Community Center**

What is Seeds of Change Community Nights?

Seeds of Change (SOC) is a weekly program that provides meals for members of the community as well as social and education opportunities for the lifespan. We aim to serve a variety of community members participating including seniors, people who are visiting the Edgewood Community Food Bank, and families from the neighborhood. For some, this is a hot meal that helps stretch their food budget. For others, particularly seniors, the meal gives them a weekly opportunity to share a meal with others. This program works to develop our vision of *a community in which all experience belonging and wellness.*

What is a Volunteer Meal Team?

Each team will provide a meal for approximately 100 people, on an agreed upon Thursday night. You can work as a team, purchasing, planning and cooking a meal at the MVCC Kitchen. **Please note, that in order for us to be in compliance with the health department regulations, all food must be prepared and cooked at the MVCC Kitchen.**

Once you have agreed to become a meal team and have a date(s) on the calendar, please make sure that you visit the Center and look over the kitchen, so you are familiar with the set up and available tools.

Volunteer Requirements:

- Kitchen/Cooking Volunteers: Age 13+, Servers Volunteers: Age 8+ (All youth must be supervised)
- At least 1 Meal Team member (preferably the team leader) have a valid Food Handler's card. (Please provide a copy of the Food Handler's card to the Community Programs Coordinator)

Food Safety Requirements:

Volunteers must wear gloves in the kitchen and while serving food to our Seeds of Change guests. Plates will be handled by volunteers only and passed down the food service line; guests will be given plates at the end of the food service line. Volunteers must also follow all other food safety etiquette and protocols. Latex (and a latex free option) gloves will be provided to all volunteers.

How does it work?

1. **Select a Date & Assemble a Meal Team.** Teams of 5-10 people (depending on how much work each person wants to do, how you plan to prepare your meal, and what you plan to cook) from your church, community organization, club, or work place.
2. **Select a Main Course.** What you decide to serve may depend on how many are on your team, and how you decide you want to cook your meal. Please call or email the Meal Team with your Main Course (i.e. Tacos, Spaghetti, Chicken Enchiladas)
3. **Turn in your Meal Team Response Sheet to MVCC Staff.** Here you will tell us your chosen menu and what duties your team will be taking on. You will have the option of

also signing up to also handle the serving team duties if your group is large enough. If not, we will note this and arrange for a serving team to cover setup and tear down of the dining room as well as the meal service.

4. **We strongly recommend that you come visit the MVCC kitchen**, and/or join us for a community dinner, prior to your meal service to view the kitchen and facility and see the dinner in action.
5. **Please let us know what time you will be arriving at least 3 days in advance.** Notifying us of your arrival time will ensure that a staff member is there to greet you and assist you as you get set up. The kitchen is available beginning at 2pm. We request at least part of your meal team is on site by 4pm.
6. **Dinnerware (plates, cups, silverware) and paper products will be provided by the Center.** You are welcome to use the pots & pans, cookware, utensils. MVCC Staff will be available to clean pots & pans, dishes, cookware and silverware using the dishwasher/sanitizer. If we do not provide a volunteer or staff member to wash dishes, we will use paper products to limit your clean up time.
7. **The Center does have most condiments** (ketchup, mustard, etc.) on hand for meals, but please double check with us if you plan on using them. There is a limited stock of spices that can be used to create your meal. If you would like a complete list, please contact us.
8. **The Center will provide water and lemonade drinks to go with the meal**

What about nutrition?

Good nutrition is important for good physical, emotional and mental health. Because those who come to this meal come from a wide variety of backgrounds and situations, we cannot always meet the dietary requirements of each individual. But we ask that you try to choose a main dish that is low in sodium, sugar and fat. We do ask that you not include **peanuts or peanut products** in your main dish. Severe allergic reactions do happen from time to time. We also ask that you provide a list of ingredients so that those who come to the meal can check and see if it contains any items they have allergies or reactions to.

Please make sure you include a vegetable and/or salad, bread/grain, as well as a main dish. If you make a casserole, it would be great to have the recipe in advance to share with those who attend the meal.

Volunteer Schedule

- **Meal Preparation:** Any time after 2:30pm -5:15pm (*please have food ready by 5:20*)

- **Dining Room Setup** 4:30-5:15PM [3-4 volunteers] (put up round tables & chairs, pour drinks into cups, make coffee, etc.)
- **Meal Service:** 5:30-6:30PM (4-5 volunteers needed);
Seconds will be offered at 6:00PM, and To-Gos will be offered at 6:15PM
- **Clean-up:** 6:30-7:00PM

Set up and Take Down of Dining Room

(If you add this to your duties, not required)

1. Check-in with Community Programs Coordinator and Sign-in at SOC Volunteer Binder.
2. Set up 3 long tables by the side wall just outside of the kitchen.
3. Put down tablecloths provided by MVCC.
4. Set out 3-4 clear shields on the serving tables
5. Be sure to set out beverages, napkins, salt and pepper shakers, and a cash donation basket/QR code for online donations.
6. Guests are seated at round tables. Please set up tables, with 6 chairs at each table.
7. Food service starts at 5:30PM, please have food ready on the tables by 5:25PM.
8. Seconds will be offered at 6:00PM, and To-Gos will be offered at 6:15PM
9. When all food has been served, clear all serving dishes into kitchen.
10. Wipe down all serving and eating tables.
11. Return long serving tables to wall and put away all rounds
12. Leave out 40 chairs (lean against the wall by the 2 offices) and put the remaining away.
13. Sweep Floor

***The Community Programs Coordinator will be available to assist! ***

Questions? Please contact:

Deanna Wentz

Community Programs Coordinator

253-826-4329 ext 103

Dinner Location:

3607 122nd Ave E, Suite A

Edgewood, WA 98372



Seeds of Change Dinner MEAL TEAM Response Sheet

Email or give this sheet to the Community Programs Coordinator, you will receive a copy.

Meal Team Name/Organization _____

Meal Team Leader _____ **Phone Number** _____

Email Address _____

Dinner Menu _____

Dinner Date _____

Estimated Arrival Time to start cooking/prepping meal: _____
(Please arrive no later than 4:00pm)

On top of your meal team duties, please check the boxes that your meal team are also able to help with. If boxes are not checked we will work on securing a serving team to work alongside you.

- Dining Room Setup** [3-4 people, 4:30-5:00pm] (put up round tables & chairs, roll silverware, pour drinks into cups, make coffee, etc.)
- Food Servers** (4-5 People, 5:15-6:15pm)
- Dining Room Clean-up** [4-5 people, 6:30-7:00pm] (wipe down tables, put away tables and chairs, etc.)

Additional Notes and/or requests by the Meal Team:

MVCC Official Use

- Added to Seeds of Change Calendar. Staff Initial and Date _____
- Serving Team Secured (if applicable). Staff Initial and Date: _____
- Call Meal Team Leader 1 week prior to service date. Staff Initial and Date _____