

"SEEDS OF CHANGE" COMMUNITY DINNERS

Serving 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 Serving Team?

Volunteer meal teams provide a meal for approximately 100 people, on scheduled Thursday nights. To provide a great experience for our guests, we also work on securing volunteer serving teams to assist in setting up and taking down the dining room as well as serving the meal to guests. **Serving teams are not responsible for preparing or cooking the meal.**

Volunteer Requirements:

- Kitchen/Cooking Volunteers: Age 13+, Servers Volunteers: Age 8+ (All youth must be supervised).
- We recommend that at least 1 volunteer (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 from your church, community organization, club, or work place.
2. **Turn in your Serving Team Response Sheet to MVCC Staff**
3. **We recommend that you come join us for a community dinner,** prior to your meal service to view the kitchen and facility and see the dinner in action.
4. **Confirm your attendance and number of volunteers one week in advance when MVCC Staff calls to check in.**
5. **Show up and have fun!**

Volunteer Schedule

(Please arrive at 4:15pm)

- **Dining Room Setup** [3-4 people, 4:30-5:15pm] (put up round tables & chairs, pour drinks into cups, make coffee, etc)
- **Meal Service:** (4-5 People, 5:30-6:30pm) Seconds will be offered at 6:00PM, and To-Gos will be offered at 6:15PM
- **Dinning Room Clean-up** [4-5 people, 6:30-7:00pm] (wipe down tables, put away tables and chairs, sweep floor etc)

Volunteer Duties

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

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Seeds of Change Dinner SERVING TEAM Response Sheet

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

Serving Team Name/Organization _____

Team Leader _____ **Phone Number** _____

Email Address _____

Serving Date _____

Estimated Number of Volunteers _____

Additional Notes and/or requests by the Serving Team:

MVCC Official Use

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