

## Volunteer Responsibilities

The events could be held in the large hall, small hall or lounge. Almost always the tables will be set up so we do not need to do except in the lounge. Aprons will be in the room to the right of the stage. Things to do when you arrive:

1. Put white plastic on all the tables. If the event is in the lounge, not needed.
2. Put placemats and napkins at each place with the napkin on the left – they are in room right of the stage.
3. Find out what silverware is needed and then set. Silverware is in kitchen as you walk in. Fork is on the left and knife with blade inward and spoon on the right. Make sure the silverware is clean and not water spotted. You can wipe with a cloth from the kitchen.
4. Salt and pepper shakers and coffee creamer and sugar on each table – same room as #2. If containers are low, extra is in the dry storage area along the far wall (east side) about in the middle in boxes.
5. Coffee cups on center of each table. For each 4 settings, place 3 cups.
6. Water glasses at each place setting. They are usually in the hallway between large hall and kitchen. In a lounge event, they are in the waitress station along with the creamers.

Check if salads and ice cream are needed. The menu for the day will be posted in the kitchen. Salads are made by getting lettuce from the cooler along with tomatoes. Mix lettuce and the carrot and onion packages. Put on plates along with a tomato. Put in the cooler until ready to serve. At that time dressing is poured on salad. Also make sure dressing is ready to pour on. Do not put on dressing early since it does not look good when serving. The salads can be made any time since they are placed back in cooler.

If ice cream is needed, the dishes are in the dry storage down the 1<sup>st</sup> isle on the cooler side toward the back. Ice cream is in the freezer (ask what kind to use). When dished up, place in freezer again.

Get ice from the ice maker on the west side of the large hall. There is a bucket that you can use or else take the pitchers there and fill at least half full. About 15/30 minutes before, fill with water take out to the tables.

About 25 minutes before, run the plates thru the dish washer so they are warm when placing the food. It needs to be done at that time, so the plates have time to cool down.

About 15 minutes before the event, fill the coffee pots with regular coffee. Make sure there is coffee made. Check to make sure the outside of the pots is clean.

If the event is a buffet, get chafing dishes from the dry storage area (first row on the left) and set on the serving tables. Check to make sure there is sterno in each and get in the dry storage room to the left as you enter the room. 10/15 minutes before serving,

put hot water in the pans (1/2 pitcher per dish). Place serving utensils needed next to the chafing dishes. As it gets close to the event, help put food in the chafing dishes. Make sure all condiments are ready to put out.

If a smaller party has a chef's salad on the menu, make sure there are the different choices of dressing in little cups to be distributed to the people after they receive their salad.

If the event is a plated dinner, the plates will be carried out and served.

In all cases, set up an area for dirty plates and as people finish, plates will be collected and carried to the area. If there is dessert, make sure not to take their spoons. When most of the plates are collected, dessert will be served if it is on the menu.

If there is a program or dessert, make sure the dinner plates are taken away. Then the servers can eat.

After the crowd has left, the tables are cleared. Empty the coffee left in the cups and the water left in the glasses into the water pitchers. Anything plastic or paper can be left on the table and rolled up with the table cloths or in the case of just place mats are thrown in garbage.

Check to see what needs to be done in the kitchen. Usually the coffee pots need to be rinsed and put away. They can't be washed.

If the apron is clean, it is hung on the pipes in the area between the kitchen and the big hall. If dirty, there is a dirty laundry basket in the same area in the corner.

Thank you for volunteering.