

## **MEAL INFORMATION FOR HOST GROUPS**

### **SET UP**

1. Tables – 7 tables, 6 chairs around each rectangular table.
2. Get two smaller square tables from upstairs in far room.  
Get 1 small square table from kitchen and 1 small square table from office (cookie room).
3. Place 2 small tables at Juice/coffee/mug station.  
Place 1 small table beside buffet table.  
Place 1 small table at cleaning table station.
4. Wash all tables with bleach and water and wipe chairs if necessary.
5. Wrap all forks in napkins.
6. Place forks wrapped in napkins at each table along with coffee mug.
7. Fill sugar, salt and pepper containers and place on each table.
8. 3 Coffee Urns 100 Cup Urns – Fill with water – 6 full cups coffee per 100 cups

### **JUICE/COFFEE/MUG STATION**

1. One table will hold all the mugs.
2. Second table – McDonald's large juice container  
- 6 juice/coffee pour containers.  
Coffee Prepare – 1 Container with black coffee  
3 Containers with a mixture of  $\frac{3}{4}$  black coffee and  $\frac{1}{4}$  milk.  
Juice Prepare – Fill McDonalds 36 ltr with water (makes approx 180 cups of juice)  
2 – 2.3 ltr drink crystals or follow directions on pkgs of drink crystals.  
Test juice before pouring drink crystals in container for taste strength.

### **CLEANING TABLE STATION**

1. Fill 4 ice cream buckets using water, soap and bleach.
2. Wiping cloths.
3. 2 Dirty dish carriers.
4. 1 large garbage can. 1 White container for leftover coffee.

### **FRUIT STATION**

1. When fruit arrives bag fruit two/bag.

### **COOKIE STATION**

1. Use designated office.
2. Bag cookies 2/bag prior to handing out.
3. Place on serving trays.

### **DISH WASHING STATION**

1. Prepare ahead extra hot water using kitchen stove elements for boiling water (depends on use needed for cooking meal), use any extra urns to boil water for dish station.
2. Set up drying racks on freezer.
3. Set up Sink a)hot water/soap b)hot water/bleach- 5min soak c)hot water/rinse d)air dry for 3 min
4. Garbage can for extra scraping of food.

### **CLEAN UP**

1. Wash tables. And remove small square tables back to their original rooms.
2. Table and chairs to be arranged in original pattern once again for next days soup/sandwich day.
3. kitchen counters should be washed down and stoves cleaned, cooking & serving pots washed
4. Floors swept and mopped including kitchen and dishwashing station.
5. Double check bathroom for cleanliness.
6. Return all LUMS dishes, mugs, etc to table upstairs in room beside kitchen.
7. 12 pm- 4 Volunteers to replace dishwashing station volunteers to finish up washing dishes.