

ADVENT/LENT MEAL CHECKLIST

During set up (4:30pm):

- Make sure all food is present. Cook anything that needs to be cooked.
- Set up serving stations:
 - Keep only napkins and donation basket on counter
 - Plates/Bowls/Dessert Plates (count out 50 of each so you know how many you serve)
 - All food service areas with serving utensils
 - Glasses and cups
 - Roll silverware
- Prepare all drinks
 - One pot of decaf coffee
 - At least three pitchers of lemonade
 - One pitcher each of ice water and tea
- Review jobs with youth before serving
 - Ushers for evening service (need two; leave at 6:15 with acolyte)
 - Dish washing
 - Sink 1 - Hot soapy water, Sink 2 - Rinse with cold water
 - Second person dry dishes
 - Third person put dishes away
 - Don't leave until EVERYTHING is done

During meal (5:15pm):

- Place workers:
 - One youth at each station
 - Two youth beginning dishes
 - One youth as a "runner" to refill items in food line
- Make more lemonade as needed
- The rest of the youth go to eat FAST and come back immediately to switch out with someone.

During clean up (6:10pm):

- Wash dishes through the whole process. (Start additional sinks for dishes around 6:10pm)
- Begin food clean up around 6:10pm so that anyone who comes from work is able to eat.
- Bag up any remaining food to either give away or send home with whoever brought it.
- Wipe down all work areas, serving areas, and tables in fellowship hall.
- Place (clean) dishes brought by parents on the counter to be picked up after service is over. If leftover food is placed in the fridge, leave a note for that person.