**SOUP (PIZZA/BANANAS/BROWNIES) KITCHEN GUIDELINES (*revision 2*)**

**EVENT FACTS:**

|  |  |  |
| --- | --- | --- |
| A | EVENT DAY | Saturday, \_\_\_\_\_\_\_, \_\_, 2016 |
| B | EVENT SPONSOR | LOAVES & FISHES KITCHEN Attn: Darleen St. Jacques, Program Director 413.731.5668 Darleen@openpantry.org  |
| C | GATHERING PLACE  | Second Baptist Church, 100 North Main St, Suffield – in the REAR PARKING LOT  |
| D | EVENT PLACE | 45 Maple St, Springfield - South Congregational Church - tel: 413.732.0117(unless otherwise indicated by EVENT SPONSOR) |
| E | GATHERING TIME | 11:00am (REAR PARKING LOT of Second Baptist Church) |
| F | DEPARTURE TIME  | 11:15am (from rear parking lot of Second Baptist Church) |
| G | EVENT PLACE APPROX. ARRIVAL TIMES  | 11:30am FOR FOOD SERVERS; 11:50am FOR PIZZA GO-GETTERS |
| H | MEAL SET-UP TIME | 11:30 – 12:00am |
| I | MEAL SERVING TIME | 12 noon - 12:45pm |

**GUIDELINES FOR THE MONTH OF \_\_\_\_\_\_\_\_\_\_\_\_:**

1. GROUP LEADER: The GROUP LEADER is \_\_\_\_\_\_\_\_\_\_\_ who is responsible for planning every aspect of the SOUP KITCHEN EVENT (including the TRAVEL PLAN – see last item below) so that the mission activity is undertaken and completed satisfactorily on the EVENT DAY.
2. PIZZA ORDERER: The PIZZA ORDERER is \_\_\_\_\_\_\_\_\_\_\_ who is responsible for ordering 9 hot party pizzas from Enfield Big Y at least 5 business days before the EVENT DAY. BIG Y Enfield Phone 860-749-5514. Before PIZZA DAY be sure the GO-GETTER brings a copy of the memo from Betti Boggis of Big Y she writes it for the full year but we need to bring a copy each time to get the discount;
3. PIZZA GO-GETTER: The PIZZA GO-GETTER is \_\_\_\_\_\_\_\_\_\_ who is responsible for (i) picking-up the 9 party pizzas by 11:30am on the EVENT DAY; (ii) paying for them (Note: since we get a “BUY 2 GET 1 FREE” discount we only are charged for 6 of the 9 pizzas; each one costs about $14 so the total price with tax is about $90) –and (iii) transporting them directly to the SERVING PLACE on the EVENT DAY. (Note: the cost of the pizzas will be reimbursed by Howard Beal, Treasurer of Benevolences, provided you submit a check request to him - forms for such are in our church office). The PIZZA GO-GETTER ought to be helped by one of the other SERVERS – it’s a 2 person job!
4. BANANAS GO-GETTER: The BANANAS GO-GETTER is \_\_\_\_\_\_\_\_\_\_\_ who is responsible for (i) picking-up 19 or 20 bunches of BANANAS at COSTCO in Enfield prior to the EVENT DAY; (ii) paying for them – COSTCO’s price is about $40.00; and (iii) delivering the BANANAS to the Second Baptist church kitchen by the GATHERING TIME - being 11am on the EVENT DAY. As in the case of the pizzas, the cost of BANANAS is reimbursed by Howard Beal, Treasurer of Benevolences.
5. BROWNIE BAKERS: The name(s) of BROWNIE BAKER(S) and quantity of BROWNIES which each will bake are indicated below:

|  |  |
| --- | --- |
| BAKER Name(s) | Number of BROWNIES |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

Typically, about 120 – 140 BROWNIES are needed for the Soup Kitchen event. BROWNIE BAKRES will deliver BROWNIES to the SBC kitchen counter if within 24 hours of the GATHERING TIME, or, to the freezer chest in the room beside the stairwell (near the kitchen) if more than 24 hours prior to that time. As above, reimbursement may be sought from the Treasurer of Benevolences for cost of BROWNIES.

1. FOOD SERVERS: The FOOD SERVERS and their contact details, are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| SERVER Name | Email address | Tel no. | Cell no. |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

1. SBC BACKDOOR OPENER: Typically, the back door of Second Baptist Church is locked on Saturday mornings and therefore needs to be unlocked so that the FOOD SEVERS can enter to collect the BANANAS & BROWNIES which may have been stored in our church Kitchen.

The SBC BACK DOOR OPENER is \_\_\_\_\_\_\_\_\_\_\_ who is responsible for arranging that the back door of SBC (facing the rear parking lot) is unlocked not later than 10:00am on the EVENT DAY (and re-locked, if appropriate, after the FOOD SERVERS leave our church to go to the EVENT PLACE.)

1. TRAVEL PLAN (to the EVENT PLACE): The GROUP LEADER will arrange and communicate the plan for transporting the BANANAS & BROWNIES and all the FOOD SERVERS from the GATHERING PLACE to the EVENT PLACE on the EVENT DAY (and arrange return transportation for FOOD SERVERS).

David Battle

*(December 17, 2015)*

*amended 09/07/2016 K Santi*