

## Greeter and Server Duties

4 Volunteers --- Report at 4:30pm for Dinner Service

### Server and Greeter:

1. **Wash hands.** Gloves are not needed. If gloves are used, replace after touching face, hair and if performing different task (i.e. cleaning up dishes after service then moving on to serving a new person).
2. Put "Meal Provided By" cards in frame on tables
3. Place utensils (check with Dining Room Manager / Kitchen to determine appropriate utensils) in paper Silverware Bags ensuring the handles are sticking out.
4. Fill pitchers with ice (1/4) & water (3/4); place on tables. Place 3 acrylic glasses on each table – upside down on a napkin.
5. Make coffee (1 regular and 1 decaf) and fill separate electric hot water pot for tea. Make additional coffee as needed during meal service.
6. Set out 2 pitchers each of ice tea and lemonade. Fill the ice bucket and add a slotted spoon. Retrieve additional iced tea and/or lemonade from kitchen refrigerator when needed.
7. Serve Meal (**servers only**)
  - Once the guest is seated, take beverage (coffee, tea, iced tea, lemonade) order
    - \*\*Refills get new glasses
  - Serve meal and flatware packet
  - Offer salad dressing choice
  - Designate one (1) server to remove dirty plates, leaving utensils
    - \*Use blue trays for clean up
  - Serve dessert
  - Clear table of all plates, bowls, cups, utensils
  - Do Not put trays on tables when serving – hold in your hand or use a cart
8. After the Meal
  - Ensure tables are clear of meal material
  - Put water pitchers on pass-thru to dishroom

### Greeter:

1. Welcome guests as they enter the soup kitchen.
2. Remind guests that masks are required if they are not fully vaccinated.
3. Keep a tally of guests attending on the provided check list.
4. Maximum number of guests to be admitted is: 32.

