



Quick & Easy Dinner Shift Checklist

Flexible start time 4:00pm-5:00 pm, to 8:00 pm

Upon Arrival/Before Dinner

	Sign in, make a name tag and fill out all necessary paperwork before beginning your shift
	Empty Dishwasher. Complete house
	Assist with filling family's containers (Snack, dishes, and condiments)
	Replace water and milk in family's mini refrigerator
	Check cooler temps with the thermometer gun in the knife drawer <ol style="list-style-type: none">1. Chest Freezer: Storage Room2. Upright Freezer: Storage Room3. Refrigerator Freezer Combo: Hallway4. Refrigerator Freezer Combo: Kitchen5. Mini refrigerators in the Dining Room

Serving Dinner

	Assist Staff with final meal preparation
	Disinfect dining room tables between 5:30 and 5:45
	Serve the evening meal at 6 pm ALL food must be served with utensils/gloves. NO HANDS PLEASE Families will access juice and water from designated mini refrigerators. Families will eat in shifts.
	Record the number of guests on the chart above the coffee pot

After Dinner

	Put leftovers into plastic zip lock bags in the <u>hallway</u> refrigerator. Mark bags with date and contents. <i>Note: If you estimate there is not enough food left for us to serve at the next dinner, please compost instead.</i>
	Do the dishes and wipe down dish cart and bins.
	Sweep & Swiffer the dining room floor and wipe down the Staff/Volunteer tables and chairs. Wipe down family tables if needed.
	Use the checklist on the refrigerator to complete a general kitchen clean up.

New Quick and Easy Dinner Shift Check List

Changes Related to COVID-19

Upon Arrival/Before Dinner

	Temperature Check all refrigerators and freezers. This includes four mini refrigerators in dining area.
	Restock family bins with condiments, snacks, and juices.
	Check if mini refrigerators need water/milk replaced

Serving Dinner

	Families access mealtime beverages from designated mini refrigerator.
	Families will be served in 20-minute shifts
	All Volunteers must wear gloves
	All food served behind plexiglass. Families no longer serve themselves cold food.
	Guests will bring clean bowls/plates for second serving. (Similar to a buffet restaurant)
	Volunteers may eat at Staff/Volunteer table
	No eating in the kitchen

After Dinner

	Families will wipe down their own tables and chairs – Volunteers/Staff will do a follow up wipe down as needed
	Spray down/wipe down dish cart if used
	There is no snack to set out – Snack is in individual family bins
	Wipe down Staff/Volunteer Table

Additional Chores (If You Have Extra Time)

1. Make beds in Overnight Volunteer Room, if needed
2. Shelve items in Storage Room and/or food in Pantry
3. Pre-stock bag lunches and shelve in Storage Room
 - a. Juice Box, chips, granola bar/sweet item, fruit if available.
 - b. Items for lunches are found in the Pantry

Basic Overnight Checklist: WEEKDAYS

Upon Arrival/At Night

	Please sign in, make a name tag, and fill out all necessary paperwork before beginning your shift
	Check the Lunch Request Book and prepare bag lunches. Place lunches in family mini refrigerator.
	Record the number of guests who ate snack on the chart hanging above the coffee pot.
	At 9:00 pm, lock the doors: 1) Front Door 2) Back Door 3) Backyard/Patio Door (not currently in use) <i>If a family is scheduled to arrive after doors are locked for the night, guests will CALL the shelter phone to let you know they are at the <u>front door</u>. Let them in, and re-lock the door.</i>

In the Morning

	Make coffee and serve continental breakfast from 6:30 am to 8:00 am. Empty the dishwasher at this time as well. Families will access their own juice, milk, and water from family mini fridge.
	Record the number of guests who ate breakfast on the chart hanging above the coffee pot.
	At 8:15, let anyone in the dining room know that you are putting breakfast away and begin a general kitchen clean up and take out the trash. Make sure to UNPLUG the coffee pot and toaster.

Preparing to Depart

	After the last family has departed, lock the front door if staff is not present.
	Place the volunteer key by the Overnight Room door. Pull the door shut behind you so that the keys are locked inside.
	Turn off all lights on your way out and check that 3 doors are locked: Front Door & Backyard/patio door: Deadbolts (patio door not currently in use) BACK DOOR/ use the turn on the doorknob and pull it securely closed behind you. If Staff is present, you may leave through the front door.

New Quick and Easy Overnight Checklist: Weekdays

Changes Related to COVID-19

Upon Arrival at Night

	Family room is closed, no need to check the Backyard Patio Door
	Staff will attempt to put out the number of bag lunches on counter. Add sandwich and fruit
	Place family lunches in family mini refrigerators

In the Morning

	Make coffee and serve continental breakfast from 6:30 am to 8:00 am.
	Empty dishwasher. Place dishware in family bins
	Families will access their own juice, milk, and water from family mini fridge

Preparing to Depart**

	Hang Volunteer Key on hook in the Overnight Room
	Make sure Overnight Door and door to Main Room is locked
	Back door patio door in Family Room will not be in use, do not need to lock
	**If you are not participating in breakfast routine, announce departure to Overnight Staff. If Staff is present, you can leave through the front door. Please make sure back door to parking lot is locked before leaving.



Basic Overnight Checklist: Friday & Saturday

Upon Arrival/At Night

	Please sign in, fill out all necessary paperwork, and put on a name tag before beginning your shift.
	Check the Lunch Request Book and prepare bag lunches. Place lunches in the mini refrigerator.
	Record the number of guests who ate snack on the chart hanging above the coffee pot.
	At 9:00 pm, lock the doors: 1) Front Door 2) Back Door 3) Backyard/Patio Door (not in use) <i>If a family is scheduled to arrive after doors are locked for the night, guests will CALL the shelter phone to let you know they are at the <u>front</u> door. Let them in, and re-lock the door.</i>

In the Morning**

	Empty the dishwasher from the previous night.
	Make coffee. Families will access juice, milk, and water from their mini refrigerator.
	IHOP Breakfast delivery: A volunteer will arrive with hot breakfast from IHOP by 8:15 am. If no volunteer arrives by 8:30 am please inform Overnight Staff or call Trish Brokman at 651-503-3380. The IHOP delivery volunteer should return the insulated bag back to IHOP, if they are unable to do so, please note this. Do not throw away the tins, leftover IHOP will be stored in the hall refrigerator
	Brunch is served from 8:15-10 am on weekends.
	Record the number of GUESTS on the chart hanging above the coffee pot.
	By 9:00 am, a staff person will arrive and finish any kitchen cleanup.
	**If you need to leave early or are not helping with morning breakfast, please inform the paid Overnight Staff the night before and announce your departure that morning.

Commented [PT1]: Explain the process of iHop delivery, the bags, returning the bags to the overnight volunteers

New Quick and Easy Overnight Checklist: Weekend

Changes related to COVID-19

Upon Arrival/At Night

	Family room is closed, no need to check the Backyard Patio Door
	Staff will attempt to put out the number of bag lunches on counter. Add sandwich and fruit
	Place bag lunches in family's mini refrigerators

In the Morning

	Make coffee
	Empty dishwasher
	Families will access their own juice, milk, and water from family mini fridge
	Greet IHOP delivery person at 8:00 am. They may ring doorbell or call the house phone. Take IHOP downstairs
	All food must be served behind plexiglass and you MUST wear gloves while serving food
	Volunteers may eat at Volunteer/Staff table

Preparing to Depart**

	Hang Volunteer Key on hook in the Overnight Room
	Make sure Overnight Door and door to Main Room is locked
	Back door patio door in Family Room will not be in use, do not need to lock
	**If you are not participating in breakfast routine, announce departure to Overnight Staff. If Staff is present, you can leave through the front door. Please make sure back door to parking lot is locked before leaving.