

## **COORDINATOR RESPONSIBILITIES:**

*November 13, 2011*

### **General:**

1. Liaison between House of Worship and BESP.
2. Schedule Overnight Volunteer Hosts and Cooks / Servers (may be same people) for each night assigned to Team. A meal for up to 16 may be required, but the On-Call Board Member or Coordinator from the previous week can provide an estimate of how many Guests are expected.

### **Monthly:**

1. Attend (or have Designee attend) monthly BESP member meetings to remain current and share BESP function, plans, and concerns.
2. Work with other Coordinators or Board Members to provide substitutes when unable to fill Volunteer positions for the week. (Rick Stockburger and Doug Remy have served as emergency substitute Overnight Hosts when needed in past years.)

### **During Host Week:**

1. Provide the list of Hosts and Cooks / Servers to BESP Secretary by the Sunday evening prior to the start of the Host Week.
2. Ensure access to the shelter by 8:30 for Cooks so that the meal can be warmed.
3. Monday: Confirm for Sleeping Room:
  - a. exit plan,
  - b. fire extinguishers,
  - c. smoke alarms,
  - d. exit signs,
  - e. first aid kit, and
  - f. emergency contact posting.
4. Each night of Host Week:
  - a. Set up tables sufficient for up to 16 (15 guests plus Supervisor, or current number attending): plastic forks, knives, spoons, napkins and condiments (salt, pepper, hot sauce, bread, butter, as appropriate and available). Plasticized or paper plates or bowls are kept in kitchen
  - b. Set up side table with juice, cold cups, milk, sugar, spoons.
5. At 9:30 let in Guests and welcome them.
6. Introduce the Cooks, Servers and Overnight Hosts to the Supervisor.
7. Provide Volunteer names to the Supervisor.
8. Remain at Host facility until Overnight host arrives
9. Confirm for Toilet Rooms:
  - a. soap,
  - b. toilet paper, paper towels, and
  - c. trash cans.
10. After inventory, notify Rick Stockburger (Supplies Coordinator) of any needs.
11. Stay at the Shelter until the Overnight Host arrives; review Emergency Reporting Policy and Exit Plan with Overnight Host.
12. Address any questions or concerns from Volunteers or Supervisors; advise the on-Call Board Member of concerns, as appropriate.

## COOK RESPONSIBILITIES:

November 13, 2011

### **General:**

#### Prep & Set-up:

1. You may team up to share preparation of a meal.
2. Use sanitary procedures in your kitchen at home. Keep the food refrigerated if stored.
3. If possible, bring hot meals to the Host Facility warm so they will take less time to reheat.
4. A one or two pot meal should be prepared for 16 people. Up to 15 guests plus a Supervisor may be present. Consult Coordinators for recent Guest numbers. Beverages and supplies are provided by BESP.
5. Heavy weight containers are easier to transport and heat at the Host Facility. Please label your meal with the date prepared (or if frozen, the date thawed); put your name on any containers you would like returned to you.
6. Try to keep the meal simple. For example, some of the favorites last year were:
  - a. hearty stew
  - b. chili
  - c. chicken/hamburgers
  - d. chicken casserole
  - e. meat lasagna
7. Bread, salad, dessert and fruit are optional, however last year's guests especially enjoyed:
  - a. French and Italian breads, cornbread
  - b. fresh fruit such as apples, bananas, pears, peaches
  - c. pound cake
  - d. strawberry shortcake
8. The guests do not seem to like cookies, chocolate or candies.
9. Please do not include nuts or peanuts in your meals.
10. Any person with a communicable disease such as a cold, flu, intestinal flu, etc MUST NOT handle or prepare food until the disease can no longer be passed to another person.
11. Cooks/Preparers and Servers of food should all wear disposable sanitized gloves.
12. If you are bringing the one or two pot meal for 16, have it in pots or microwaveable containers with your name on their sides. Consult coordinator for number of guests expected currently.
13. Review food safety procedures. (see page 6)
14. Only volunteer servers, assistants, overnight host and bilingual Supervisor are allowed in the kitchen. No guests are allowed in the kitchen.
15. Re-heat the meal if necessary.

## **SERVER RESPONSIBILITIES:**

November 13, 2011

### **General:**

#### **Prep & Set-up:**

1. You may team up to share serving of a meal.
2. Any person with a communicable disease such as a cold, flu, intestinal flu, etc MUST NOT handle or prepare food until the disease can no longer be passed to another person.
3. Cooks/Preparers and Servers of food should all wear disposable sanitized gloves.
4. Beverages and supplies are provided by BESP.

#### **Serving:**

1. Meet Team Coordinator (who has the facility key) at 8:40 PM.
2. Review Food Safety Procedures. (see page 6)
3. Only the Supervisor and Volunteer Coordinators, Cooks, Servers and Overnight Hosts are permitted in the kitchen. No Guests are allowed in the kitchen.
4. If you are serving or otherwise handling food, wear disposable gloves.
5. Make a pot of brewed coffee and boil water for hot chocolate and tea. Keep hot cups in kitchen
6. After Guests have set up their cots and washed up, offer coffee, hot chocolate or tea.
  - a. Prepare each hot cup
  - b. Guests add sugar / milk.
7. Serve Guests individually after they are seated.
8. Offer and serve second helping, if supply suffices.
9. Clean up tables and food, assisted by Overnight Host.
10. Store and label significant surplus in refrigerator (labeled BESP).
11. Wash pots, utensils, containers. (see Food Safety Procedures)
12. Wipe all surfaces with antiseptic wipes. (see Food Safety Procedures)
  - i. Plasticized or paper plates or bowls are kept in kitchen

## FOOD SAFETY PROCEDURES:

November 13, 2011

All Volunteer Coordinators, Cooks, Servers, Overnight Hosts and Supervisors MUST abide by these Procedures, in accordance with the Putnam County Department of Health, Code \_\_\_\_.

1. Any person with a communicable disease such as a cold, flu, intestinal flu, etc should not handle or prepare food until the disease can no longer be passed to another person.
2. Preparers and Servers of food should all wear disposable sanitized gloves.
3. Anyone working in the kitchen or serving area should wash their hands frequently.
4. Prepared food should be labeled "BESP" with the date prepared or (if frozen) the date thawed.
5. Individual condiments packets are preferable to large containers for mayonnaise, mustard, and catsup.
6. Food should be served at the proper temperature.
7. Food should be served on disposable plastic or paper plates or bowls.
8. Eating utensils should be disposable and disposed, not washed.
9. Any leftover food should be promptly refrigerated or frozen, and labeled (BESP, date prepared or thawed).
10. Leftover food can be reheated ONCE; then it MUST be discarded.
11. In any case leftover food MUST be discarded if not used on the SECOND day after it was prepared (or thawed).
12. Serving dishes and utensils should be washed in antibacterial soap, rinsed, and then sanitized with 1 Tablespoon of bleach in a quart of hot water (or 2 oz chlorine (bleach) per gallon of hot water), in adequate ventilation.
13. Food delivery containers should be washed, rinsed and sanitized before returning them to owners. Defects should be noted to the owner.
14. Foods especially subject to spoilage include:
  - a. Meat and meat products
  - b. Dairy products
  - c. Eggs and egg products
  - d. Seafood and seafood products
  - e. Tofu products
  - f. Soups (except dried and soups in good condition cans)
  - g. Sauces and gravies
  - h. Cooked rice, grains, cereals
  - i. Cream or meat filled pastries
  - j. Pies (including meat and pumpkin, not fruit pies)
15. When food handling is completed, counters and table cloths should be wiped down with chlorine antiseptic wipes, or with chlorine (bleach) solution.
16. Sponges should be replaced with new ones weekly.
17. Paper towels will be provided.

## OVERNIGHT HOST RESPONSIBILITIES:

*November 13, 2011*

1. The Overnight Host MUST be 21 years of age or older, respectful of Guests' confidentiality and privacy.
2. Host should be welcoming, friendly, and helpful to Guests to provide a meal and sleeping site.
3. Host will be in charge of the facility, working through the Supervisor as necessary to safeguard Host Facility property, the Guests and Supervisor.
4. Hosts, Cooks / Servers and Supervisors may not counsel or advise Guests on religious, political or other personal matters.
5. Host may not bring children to stay overnight.
6. Host should bring their own toiletries, alarm clock, warm blankets (or sleeping bag), charged cell phone, and flashlight.
7. Arrive by 9:00 PM to get oriented and to assist the Cook / Server. Server will inform Host of how to leave the Sleeping Room set up before departure in the morning.
8. Host may also be the Cook / Server, and should assist in Serving. It is best to have at least two Volunteers present during evening setup and serving. See Server Responsibilities and Food Safety Procedures.
9. Note fire extinguisher locations, smoke alarm, first aid kit, emergency exits and posting of emergency numbers. Review specific Emergency Procedures with Coordinator.
10. Ensure that doors are locked and remain locked after Guests arrive.
11. Ensure that thermostat is set at 65F from 9:30 PM until 5:00 AM.
12. If the Supervisor has advanced knowledge of a late arrival, the Host will be informed. No one may be admitted after 10:15 PM. Additional Guests will be turned away should they come to the Host Facility.
13. Sleep in same room on "host cot" or own air mattress.
14. Arise by 5:00 AM.
15. Brew coffee and heat water for chocolate and tea in kitchen, and sets out juice, cold cups, milk, sugar and spoons on side table
16. If leftovers are available, they may be reheated by microwave for Guests' breakfast.
17. Host provides two breakfast or granola bars per Guest (plus one for the Supervisor) for the Supervisor to distribute.
18. Host cleans up Serving Area and Kitchen - labels and stores milk, juice and other foods; wipes off, folds and stores table cloths and other supplies in BESP storage boxes; wipes off counters with antiseptic spray.
19. Host does final check— stove and coffee pot off; counters, floors, tables, bathroom clean; chairs, BESP supplies stored; doors locked, lights off, thermostat set as specified by the Host Facility.
20. All leave by 6:00 AM.
21. If an emergency or unexpected condition arises, the Host and Supervisor should discuss the situation. The Supervisor should make the appropriate call unless they agree that the Host should place the call. Rick Stockburger should be notified of such condition.