

CoHo Meal Crew Checklist

Meal Day/Date

Lead Person

Plan the Meal

- ☐ Plan day/date, menu.
- ☐ Create meal in Meal Plan software (enter all variables when available).
- ☐ Decide on size of Meal Crew and roles (adjust as needed; meal coordinator can help).
- ☐ If cap set on # of diners, monitor sign-ups.
- ☐ Have an initial Meal Crew meeting to divide up duties and even out the workload.
- ☐ Print Meal Summary Sheet and start making entries.
- ☐ Talk with neighbors about meeting food needs.
- ☐ Accept Walk-Ins (anyone requesting a meal AFTER the sign-up deadline) if desired. Note on Meal Sign-Up Sheet and Meal Summary Sheet.

Shop

- ☐ Print Meal Sign-Up Sheet so you'll know how many diners to feed and be able to figure out how much food to buy.
- ☐ Get Pantry Price List to "shop" the pantry; enter amounts and \$\$\$.
- ☐ Turn in a shopping list by the Shopping Team's deadline (note if pantry stock is low on items you need).
- ☐ After Shopper's trip, purchase remaining items (typically fresh foods); keep receipts; enter \$\$ on Meal Summary Sheet.
- ☐ Write total of pantry purchases on Meal Summary Sheet; attach Pantry Price List to show amounts and \$\$\$.

Cook

- ☐ Prepare food.
- ☐ If pantry supplies are running low, notify Pantry Shoppers.

Set-Up

- ☐ Print final Meal Sign-Up Sheet.
- ☐ Set up tables/chairs. Add tablecloths/napkins/candles/decorations (all optional).
- ☐ Set up for buffet or family-style (dishes/silverware/glasses, serving utensils, trivets, etc.).
- ☐ Prepare food in serving sizes (cut grapes into bunches, slice bread, etc.). Use serving utensils.
- ☐ Fill water pitchers. Put out salt/pepper shakers.
- ☐ Generate and/or update and put out food signs.
- ☐ Set out bins of soapy water, compost bucket, and garbage bucket for after-meal clean-up.
- ☐ Wash dishes used to prep meal.
- ☐ Accept or decline requests from Walk-Ins (folks who did not sign up, but want to eat the meal).
- ☐ If Walk-Ins accepted, enter info on Meal Sign-Up Sheet and on Meal Summary Sheet.

Serve the meal

- ☐ Ring bell 10 minutes before meal is ready. Ring bell again, followed by 30 seconds of silence. Have Opening Circle then or when all have been served.
- ☐ When all have been served, make up take-home plates and announce seconds are available.

Leftovers

- ☐ Package leftovers for use at future meals.
- ☐ For unsold "fresh" leftovers (such as a green salad) accepted by Lead Person for an upcoming meal, package/date/label "Reserved", put in fridge.
- ☐ For unsold leftovers to be frozen, package/label/freeze and list in Leftovers Log.
- ☐ Sell remaining leftovers (50% of meal price, prorating for larger/smaller amounts).
- ☐ Enter \$\$ for leftovers on Meal Sign-Up Sheet by household and on Meal Summary Sheet.

Clean (cleanliness standard is what you'd like to encounter if you walked into the kitchen to prepare a meal)

- ☐ Wash, sanitize, and air dry dishes and dish bins (for soaking dirty dishes). Put away.
- ☐ Do shut-down cycle on dish sanitizer, remove and rinse metal rack, leave door open to air dry.
- ☐ Clear and clean dining room tables/chairs.
- ☐ Empty trash, recycle, and compost containers and rinse/wash/air dry.
- ☐ Wipe off counters, stove, microwave, fridge plus rolling cart.
- ☐ Sweep and mop the dining room and kitchen floors if needed.
- ☐ Wash and dry laundry (tablecloths, napkins, dish towels, dish rags plus aprons, oven mitts if necessary). Put away clean laundry.

Finish Paperwork

- ☐ Document tips and techniques for future Meal Crews in CoHo Food Tips Notebook.
- ☐ Give completed Meal Summary Sheet (with Pantry Price List and receipts) and Meal Sign-Up Sheet to Meal Crew Coach.

Take a Bow

- ☐ Relax in the afterglow of the standing ovation received for your meal.