

# CoHo Meal Crew Checklist

## 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.
- ☐ Print 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 total of pantry purchases on Meal Summary Sheet; attach Pantry Price List to show amounts and \$\$\$.
- ☐ Print and complete Payment Request & Reimbursement Report.

## 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 (optional). 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.
- ☐ Toward the end of the meal, announce that "leftovers will be available in 15 minutes" to give diners time to get seconds, and to allow Head Chefs of future meals to claim food/ingredients.

### **Leftovers**

- ☐ Leftovers are then available free (rather than the next day); encourage use of personal leftover containers.
- ☐ Package, **label/date**, and store any remaining leftovers (Fridge #1 on side wall is for food to give away; Fridge #2 on back wall is for food to be used by future Meal Crews). (If you're not sure what goes where, put all in Meal Crew fridge; Sustenance member checks fridges regularly and shuffles food as needed.)

### **Clean (These instructions are posted near clean-up sink.)**

- ☐ Twenty (20) minutes before use, turn the dish sanitizer on (press "On" button).
- ☐ Set up dish cleaning area for diners (compost bucket and scraper, soapy bins, dish sanitizer racks with towels underneath).
- ☐ Wash meal preparation dishes, air dry and put away (before meal if possible).
- ☐ After meal, wash dishes thoroughly and load in dish sanitizer trays.
- ☐ Put a single tray in the dish sanitizer.
- ☐ Use a scant teaspoon of soap for each load; toss on open front door. Close door.
- ☐ Press "Wash" button to wash the load; cycle takes only a few minutes.
- ☐ Remove dish sanitizer tray and place on towel in "clean dish" area of counter. **DO NOT SET TOWELS OR TRAYS OR ITEMS TO DRY ON TOP OF THE GAS STOVES.**
- ☐ Let dishes air dry (silverware and plastics dry very slowly so wash them last and leave overnight to dry; put away ASAP so next Meal Crew has a clean kitchen). Put dishes away.
- ☐ Do shut-down cycle on dish sanitizer by pressing "Off" button; process takes a few minutes.
- ☐ Remove and rinse large metal screen and leave door open to air dry; 4 trays can be stored inside dish sanitizer.
- ☐ Clean dining room tables/chairs.
- ☐ Wipe off counters (including beverage counter by glasses), stove, microwave, fridge plus rolling carts.
- ☐ Sweep and mop (supplies in hall closet) the dining room and kitchen floors if needed (lift rubber mat by sink and clean underneath; roll mat and store in green bucket).
- ☐ If tablecloths need to be washed, put in laundry basket; if not, leave on tables.
- ☐ Wash/dry and and put away laundry. HomeLife will sometimes do laundry.

### **Finish Paperwork**

- ☐ Document tips and techniques for future Meal Crews.
- ☐ Give complete meal paperwork to Meal Coach; add notes about any unusual situations.

### **Take a Bow**

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