

**"SEEDS OF CHANGE"
COMMUNITY DINNERS**

**Serving Team
Planning Guide**



**"Seeds of Change" Dinners are a program of
Mountain View Community
Center**

What is Seeds of Change Community Nights?

Seeds of Change (SOC) is a weekly program that provides meals for members of the community as well as social and education opportunities for the lifespan. We aim to serve a variety of community members participating including seniors, people who are visiting the Edgewood Community Food Bank, and families from the neighborhood. For some, this is a hot meal that helps stretch their food budget. For others, particularly seniors, the meal gives them a weekly opportunity to share a meal with others. This program works to develop our vision of *a community in which all experience belonging and wellness*.

What is a Volunteer Serving Team?

Volunteer meal teams provide a meal for approximately 100 people, on scheduled Thursday nights. To provide a great experience for our guests, we also work on securing volunteer serving teams to assist in setting up and taking down the dining room as well as serving the meal to guests. **Serving teams are not responsible for preparing or cooking the meal.**

Volunteer Requirements:

- Kitchen/Cooking Volunteers: Age 10+, Servers Volunteers: Age 8+ (All youth must be supervised).
- We recommend that at least 1 volunteer (preferably the team leader) have a valid Food Handler's card. (Please provide a copy of the Food Handler's card to the Community Programs Coordinator)

Food Safety Requirements:

Volunteers must wear gloves in the kitchen and while serving food to our Seeds of Change guests. Volunteers must also follow all other food safety etiquette and protocols. Gloves will be provided to all volunteers

How does it work?

1. **Select a Date & Assemble a Meal Team.** Teams of 5-10 people from your church, community organization, club, or workplace.
2. **Turn in your Serving Team Response Sheet to MVCC Staff**
3. **We recommend that you come join us for a community dinner**, prior to your meal service to view the kitchen and facility and see the dinner in action.
4. **Confirm your attendance and number of volunteers one week in advance when MVCC Staff calls to check in.**
5. **Show up and have fun!**

Volunteer Schedule

(Please arrive at 4:15pm)

- ❑ **Dining Room Setup** [3-4 people, 4:30-5:15pm] (put up round tables & chairs, roll silverware, pour drinks into cups, make coffee, etc)
- ❑ **Food Servers** (4-10 People, 5:15-6:30pm)
- ❑ **Dining Room Clean-up** [4-10 people, 6:30-7:00pm] (wipe down tables, put away tables and chairs, sweep floor etc.)

Volunteer Duties

1. Set up 3 long tables next to the side wall just outside of the kitchen.
2. Be sure to set out beverages, rolled silverware, napkins, salt and pepper shakers, and a cash donation basket.
3. Guests are seated at 3 long tables and 10 round tables. Please set up tables, with 6 chairs at each table.
4. Food service starts at 5:30PM, please be prepared to serve by 5:25PM.
5. At 6:00PM containers will be provided and you will serve “to-go” meals or seconds till 6:30PM
6. When all food has been served, clear all serving dishes into kitchen.
7. Wipe down all serving and eating tables.
8. Return long serving tables to wall and put away all rounds
9. Leave out 36 chairs (lean against the wall by the 2 offices) and put the remaining away on racks
10. Sweep floor

****The Community Programs Coordinator will be available to assist!***

Questions? Please contact:

Tiffany Albright
Community Programs Coordinator
253-719-2579

Dinner Location:
3607 122nd Ave E, Suite A
Edgewood, WA 98373

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Seeds of Change Dinner SERVING TEAM Response Sheet

Email or give this sheet to the Community Programs Coordinator, you will receive a copy.

Serving Team Name/Organization_____

Team Leader_____ **Phone Number**_____

Email Address_____

Serving Date _____

Estimated Number of Volunteers_____

Additional Notes and/or requests by the Serving Team:

MVCC Official Use

- ☐ Added to Seeds of Change Calendar. Staff Initial and Date _____
- ☐ Meal Team Secured. Staff Initial and Date: _____
- ☐ Call Team Leader 1 week prior to service date. Staff Initial and Date _____