

"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 program that provides no-cost meals once a week for community members, as well as a connection to resources. We serve community members throughout Edgewood, Milton, and Fife as well as neighboring communities. Everyone is welcome. For some, this hot meal helps minimize their food insecurity experience and stretches their weekly food budget. For others, particularly seniors, the meal gives them a weekly opportunity to share a meal and enjoy community time 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 135 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 13+.
- Servers Volunteers: Age 8+ (all youth must be supervised).
- At least 1 person in the kitchen is required to have a food handler's card, whether MVCC staff or a lead volunteer.

Food Safety Requirements:

Volunteers must wear gloves in the kitchen and while serving food to our Seeds of Change guests. Plates will be handled by volunteers only and passed down the food service line; guests will be given plates at the end of the food service line. 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, pour drinks into cups, make coffee, etc)
- **Meal Service:** (4-5 People, 5:30-6:30pm) Second plates or To-Gos will be offered at 6:00PM.
- **Dinning Room Clean-up** [4-5 people, 6:30-7:00pm] (wipe down tables, put away tables and chairs, sweep floor, etc)

Volunteer Duties

1. Check-in with Community Programs Coordinator and Sign-in at SOC Volunteer Binder.
2. Set up 3 long tables by the side wall just outside of the kitchen.
3. Put down tablecloths provided by MVCC.
4. Be sure to set out beverages, napkins, salt and pepper shakers, silverware, and plates.
5. Guests are seated at round tables. Please set up tables, with 6 chairs at each table.
6. Food service starts at 5:30PM, please have food ready on the tables by 5:25PM.
7. Second plates or To-Gos will be offered at 6:00PM.
8. When all food has been served, clear all serving dishes into kitchen.
9. Wipe down all serving and eating tables.
10. Return long serving tables to wall and put away all rounds
11. Leave out 34 chairs (lean against the wall by the 2 offices) and put the remaining away.
12. Sweep Floor

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

Questions? Please contact:

Tiffany Albright
Community Programs Coordinator
253-826-4329 ext 103

Dinner Location:

3607 122nd Ave E, Suite A
Edgewood, WA 98372

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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 _____