

*** Being a Hillhurst Lunch Host ***

Thank you for offering to host a post service Sunday lunch!

Your gift of hospitality permits our long-standing tradition of food, fellowship and connection to continue. Here are some guidelines and suggestions to hopefully make this an enjoyable experience for you and your volunteer team.

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The most important part of Sunday at Hillhurst is being part of worship services. Recruit lots of help and don't spend all morning in the kitchen instead of the Sanctuary! Consider having a team of 6–8 people to spread out the duties of set-up, serving and clean up.

The menu items you choose are totally up to you. There is no pressure to serve a hot meal. Simplest works best! It's the hospitality and conversation that's important – not the menu.

Menu suggestions:

Soup with buns or bread
Sandwiches or wraps
Muffins or bagels
Cheese and crackers
Vegetable or fruit platters
Salad assortments
Pasta and sauce
Chili or stew
Beef on a bun
Pizza
Casserole assortment
Pancakes with sausage or bacon
Desserts: squares, cookies, cakes ice cream, fruit trays

Quantities:

Plan for 150-175 people. On a special Sunday (baptism) plan for 200.

Set up and Timing:

- * Please wear the bright orange "I am Radical" aprons (hanging behind the kitchen door) so lunch hosts are easily identifiable.
- * Tables are set up by our Custodian, Fasco and will be ready when you arrive Sunday morning.
- * Two long buffet tables are set up in the middle of the gym. If you leave a space in between them, this allows you to slip in to reload food when necessary.
- * Set up a cross table at the start of the buffet line to create a U shape.
- * Use this table for plates and the two oblong, light beige donation baskets along with the donation signs.
- * A couple of tables can be set up on the small stage for desserts.
- * There are assorted plastic table clothes found under the cutlery drawers.
- * Dishes and non-perishable items can be placed on serving tables pre-service.
- * Suggested drinks are tea, juice, milk and filtered water.

- * Fill up the filtered water dispenser and add ice cubes from the freezer.
- * Set tea up in the window pass through area and cold drinks and glasses on a table between that area and the kitchen door.
- * Put a kettle on to boil and simmer before the service for the tea.
- * Make 4 cans of frozen juice, found in the freezer unless you bring your own.
- * Lunch begins immediately after the service (around 12:00) so have as much preparation done before the service as possible.
- * Unless more time is required, it is suggested that lunch volunteers slip out of the sanctuary during the last hymn to do any last minute serving preparations.
- * Oven instructions and the large tureen serving quantities are in the "Kitchen Guide Manual" located behind the microwave oven.

NOTE: The large stainless tureens, when filled, can take a long time to bring contents to a serving temperature. As an example, when full, water can take an hour or more to boil.

Food Safety, Clean-Up and Kitchen Cleanliness:

- * Part of the Sunday lunch volunteer program includes washing and returning items to their cupboard storage location. Dishwasher and other instructions are either posted or are in the "Kitchen Guide Manual".
- * Leftovers should NOT be placed in the refrigerator. There is simply too much uncertainty, and potential health risk, around unlabelled or undated containers in the fridge. Any condiments (eg. butter, cream) must be dated.
- * It is very much appreciated when all used hand towels, tea towels and dish clothes (table clothes when used) are taken home for washing and then returned to the kitchen by the following Sunday.
- * Kitchen cleanliness and food hygiene are extremely important. Our facilities are subject to Health Inspection.
- * Food handlers should wash their hands frequently and use serving gloves to avoid bacteria transfer.
- * Other kitchen and food handling safety procedures are either posted or included in the "Kitchen Guide Manual".

Expense Re-Imbursement:

- * Donations in the "Lunch by Donation" basket should be placed in an envelope, sealed and either given to a staff member or dropped off at the Church Office.
 - * The church has a budget for lunch expenses. You are not expected to absorb the costs with your out of pocket expenses.
 - * Receipts for out of pocket expenses should be submitted to the Church Office for re-imbusement.
 - * Alternatively you can choose to make your out of pocket expenses a 'gift-in-kind' to the church. Again, receipts should be submitted to the Church Office with instructions to credit your Church Offering account for tax receipt purposes.
- * Money donated during lunch is not to be used for re-imbusement *

Lunch advisors are in place to help with answering questions before your sponsored lunch. Alternatively, lunch advisors can meet you pre-service Sunday mornings to answer questions, give instructions on kitchen equipment, table set up, etc.

Please contact:

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