

Central Alabama Emmaus Community

Meal Service Manual

Chair Person Duties

Purchase napkins (or white ones are provided) for the Friday night meal (usually the color scheme of the Lay Directors colors). Clear plates, cups, and silverware are provided. You will need 65 for both men's and women's walks. Save your receipts for reimbursement. Due to a request from the Board reimbursements are asked to be kept at a minimum. You will need to turn in a reimbursement form (included at the end) with your receipts to the Board Rep for Meal Service (see Web-site www.caew.org). Plates, cups and colored table cloths for the Saturday lunch meal are now in the inventory, so you will not have to purchase these.

Call and ask for volunteers to come and serve (you and your co-chair will need to be at the camp the entire weekend.) You will need at least 4 people to help you set up Wednesday night after send-off. In addition to you and your co-chair, you will need at least 8 servers for each meal. You will serve 3 meals on Thursday, 3 meals on Friday and 2 meals on Saturday. You should print at least 10 copies of the sign-in sheet. You will need extra help for the Friday night dinner set-up. Assign at least 2 people to hang lights (sometime Logistics will do this, but you cannot count on them, this is your responsibility). You will need to have extra servers (at least 4) for this meal. Be sure to remind servers to wear **black pants or skirt and a white shirt.** Welcome anyone that wants to come and serve. If someone shows up to serve let them — **turn no one away**, especially people who have never served before. It is important that everyone feels welcome. Be flexible and always friendly.

**Show the love of Jesus to all. We are all here to be servants to the pilgrims.
Read this manual prior to the walk and contact the Board Representative for Meal
Service if you have any questions. Contact information is on the web-site.**

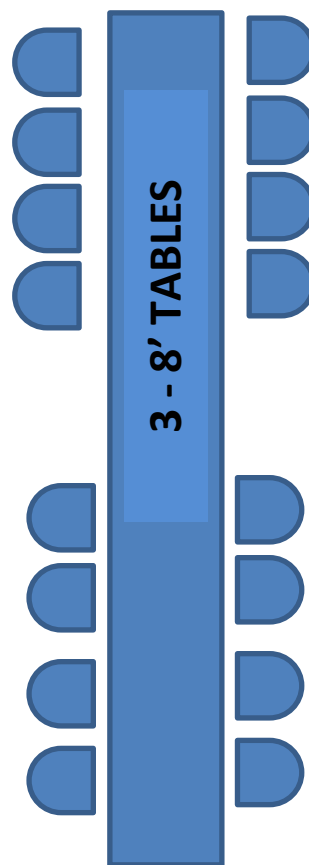
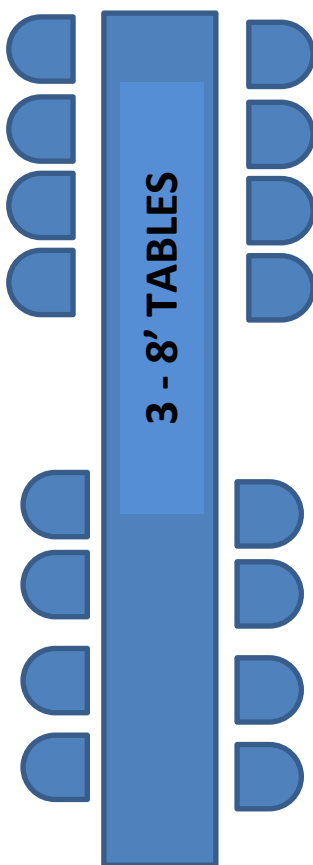
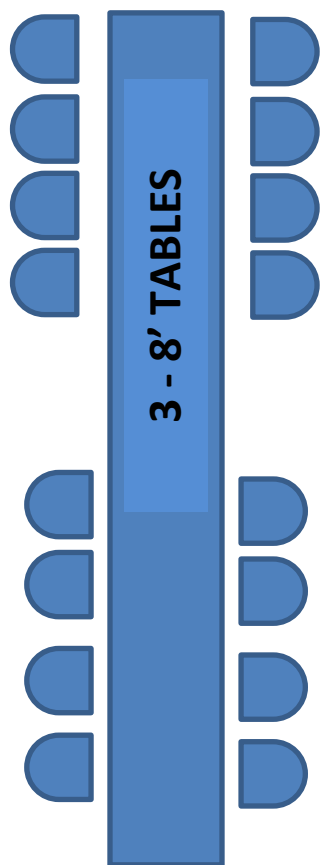
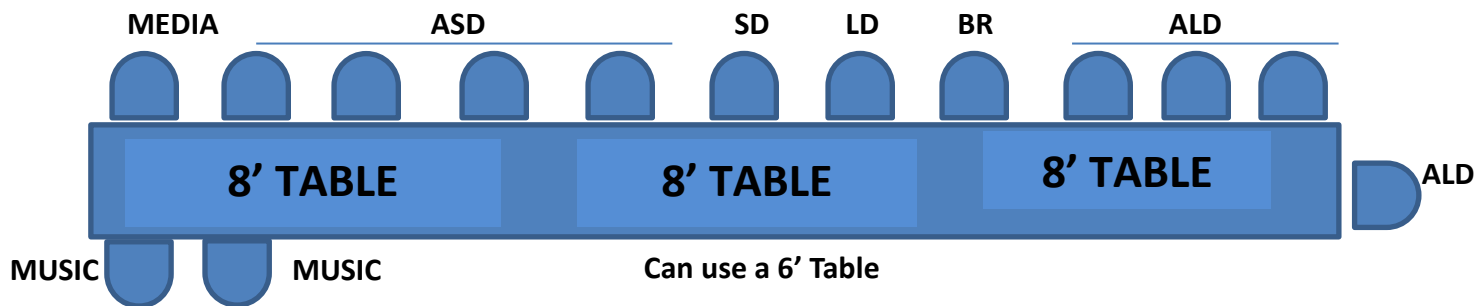
Wednesday Night

After send-off, the black cloth that divides the dining area from the work area will need to be put up. You will need 3-4 people to help with that. Logistics is **NOT** responsible for doing this, but if they offer to help that would be great. You will also need some people too help assist you in setting up the dining tables.

You will have 3-8' tables on each of three rows. You will need to check with an ALD to see how many pilgrims are assigned to each table and set chairs accordingly. **REMEMBER, THURSDAY BREAKFAST TABLE SETUP IS NOT SEPARATED BY TABLES**, they have not been assigned tables, so spread out the chairs along the rows. After they are assigned to tables (Thursday lunch), put 4 chairs on each side if there are 8 pilgrims to a table keeping a space between the tables on each row. Set up the "Head Table" in front of the windows and check with an ALD to see how many chairs need to be used. If possible use 2-8' tables and 1-6' table otherwise use 3-8' tables. You will also need a long table against the black cloth at the back of the dining area for drinks. Set up a table and 4 chairs behind the black cloth for the Speaker's Prayer Chapel meal table. Get a weekend schedule and table list from an ALD. Post both on the wall near the serving table. Check with an ALD or Bebe to see if there are any dietary restrictions for any of the pilgrims. Post this list on the wall and also share this information with the kitchen.

There are several laminated signs that need to be posted around for all servers to see.

SEE NEXT PAGE FOR DIAGRAM:



Breakfast for Thursday



Turn the plates and cups upside down at each meal due to health regulations.

Lunch and Dinner



Turn the plates upside down at each meal due to health regulations.

Add white vinyl table clothes

Breakfast for Friday and Saturday

Turn the plates upside down at each meal due to health regulations.



Lunch and Dinner



Open the napkin and place utensils on top of napkin then fold over utensils so they are covered. (Health regulations)

No plate setting for Dinner on Friday or Lunch on Saturday. Servers will take out one at a time and place in front of pilgrims.

1. Organize your supply boxes behind the black cloth. Put all like items together. Put all of the boxes for Friday night and Saturday near the stairs to get them out of your way.
2. Double check to make sure that there are enough supplies for the weekend. You should have enough for 500 place settings (plates, cups, napkins, utensils)
3. Unpack condiments and salt and pepper shakers and place on the salad bar (kept behind the black cloth)
4. Make sure you have tea bags and hot chocolate packs available (mostly use these in cold weather).
5. Unpack and wash Coffee Pots, Decanters and Pitchers.
6. Make sure 2 trash cans with liners are ready for the next day.
7. Post your condiment list for easy reference (This is at the end of the manual).
8. Prepare condiments for breakfast and put in refrigerator beside ice machine
9. Post sign in sheet for workers.
10. Put out the basket for servers payment for meals if Housing and Registration has not done this. If they are staying at the camp, they do not pay for their meals. If they are not staying at the camp, they are to put payment in the basket for their meals. (DO not pressure people to pay as some people cannot afford to pay — just have the basket available)
11. Set up for Thursday breakfast

Thursday Breakfast Set-up

- No table cover on tables
- White plates & packaged plastic utensils (turn plates upside down for each meal)
- Coffee cup & juice cup (place upside down-this is only done setting up for breakfast). Lunch & Dinner cups will be filled with ice before placing at each plate.
- Set out condiments per condiment sheet (3 sets at the head table). Put out salt and pepper shakers. Make up 10 bowls of butter and creamer on a tray and put in refrigerator the night before. That way all you have to do in the morning is set them out. Any condiments you can make up ahead of time will save you time for the next meal.
- Cereal bowls and boxes of cereal in the center of each table (a set of each at either end and one in the middle of the head table)
- Fill coffee pots with water and coffee (large urn for regular = 1 large package of coffee (or 8 small packages) and small pot for decaf (4 small packages of decaf coffee). Place large urn on serving table in dining room and the decaf one up on one side of the head table to be plugged in next morning. After the first morning you should be able to judge whether you will need decaf coffee. If only a few are drinking decaf, you may can use left over coffee from Refreshments. Just be aware of the drinkers.

- Fill coffee pot marked “Hot Water” with water (if needed) and place on other side of head table in dining room.
- Get a large bowl from kitchen to be used for ice and place it on the serving table in back of dining room.
- Also get a large bowl for ice and place the milk jugs in them on Thursday morning. Place cups beside the milk.
- Do NOT put ice in pitchers for the juice. It will water it down and then it is too weak.
- Assign someone to come down Thursday morning and plug in coffee pots (90 minutes before breakfast, most of the time Bebe does this)

Thursday Breakfast Service

Note: The Chairperson should not serve unless needed, but should refill pitchers, etc. and monitor needs in the dining hall.

- Have all servers in place 30 minutes before breakfast. Remind servers that they are to use the back doors to enter and not come down the stairs.
- **Circle up and pray**
- **Due to health regulations, all servers must wash hands before serving**
- Put out all condiments on the tables
- Have all servers sign in on sheet
- Assign servers to specific tables. (at least 2 to the outside tables, 2 to the center tables, and 2 to head table). Assign 1 per group to be the food server and 1 to be the drink server.
- Advise the servers of any dietary restrictions for any of the pilgrims
- Tell the servers what items will be served for that meal. Explain how we serve:
- Food servers will come to the curtain and get 2 dishes of the same item from the person assigned to hand out the food. They will take 1 dish to the front end and one dish to the back end of their assigned table. The Head Table will get 3 dishes of the same item. They will repeat this until all items for this meal have been distributed. Then (**and only then**) they may take bowls back to the curtain for refills. It is very important that only the person assigned to be a food server for a particular table handle the food for that table (this helps to keep confusion to a minimum).
- Be sure you have filled the carafes with coffee, both regular and decaf. Beverage servers will have water, juice and coffee to serve. There will be tea bags and hot chocolate available for those that request it. If a pilgrim requests milk, do not take the entire milk container to the table, pour them a glass of milk and take it to them. The food servers may assist the beverage servers after they have served the food.

- Tell the servers not to remove any dishes from the tables until after the pilgrims have left the dining hall.
- Get the large containers of juice from the kitchen and place on the back serving table in the dining hall. Do NOT put ice in pitchers for the juice. It will water it down and then it is too weak.
- Get the large containers of water from the kitchen and place on the back serving table in the dining hall.
- Fill 6 iced pitchers with juice, 6 with water
- Fill the large bowl with ice and bring the milk from the cooler here. Do not take the Milk Jug to the table. Have small cups beside the bowl for the milk.
- Have all servers stand behind the black curtain until after the blessing
- After the prayer by the Lay Director, begin serving.
- After the pilgrims have been served and drink refills have been done, all servers go behind black cloth. (Chairperson and one other keep monitoring dining hall)
- After the pilgrims leave, all servers clear tables. All left over food bowls and platters should be brought to one table and like foods combined. Grits will not be saved and should be thrown away. Food Prep (dishwashers) will provide pans with hot soapy water to put serving items in. One pan for platters and bowls and one pan for serving utensils. Take the food back to the steam tables. Pour excess liquid from cups into a bucket. Do not put liquid in trash cans.
- The servers may all eat at this time and then set up for Thursday lunch.
- Take pitchers and coffee decanters to the dishwasher room
- Spot mop dining hall if needed.

Thursday Lunch

Note: remind servers that if they have a pilgrim, they are not to serve that table.

- Same set up as breakfast **with the addition of white vinyl cloths on tables (not paper).**
- Get Blessing Before Meal and Blessing After Meal Signs and put them up.
- Add construction paper table names on tables (should have some in the boxes or you can make some with paper from Agape).
- Check condiment list for needed condiments and place on tables including salt and pepper shakers.
- Bring large containers of tea from kitchen to back table also get large container of water. Fill up 6 clear pitchers with sweet tea and 6 amber (unclear) pitchers with unsweet tea and 6 pitchers with water.
- Have coffee available for requests.

- After pilgrims leave, clear tables (see Thursday {Friday} Breakfast).
- Servers may eat when tables are cleared.
- Set up for Thursday dinner.
- Spot mop dining hall if needed.

Thursday Dinner

- Same as Lunch.
- Check for needed condiments and place on tables, including salt and pepper shakers.
- Servers may eat after tables are cleared. Set up for Friday breakfast.
- Set up coffee pots for the morning.
- Spot mop dining hall if needed.

Friday Breakfast

- Same as Thursday Breakfast with addition of non-packaged utensils and napkins. Use **WHITE** utensils.
- Put “The Lord Is My Rock” rocks on the tables for breakfast and lunch **on men’s walks ONLY.**
- Check for needed condiments.
- Servers eat after clearing tables. Set up for Friday lunch.
- Spot mop dining hall if needed.

Friday Lunch

- Same as Friday Breakfast (tea instead of juice).
- Servers eat after clearing tables. Set up for Friday dinner.
- Spot mop dining hall if needed.

Friday Night Dinner

Friday Dinner Set-up

- Have at least 2 people hanging lights. Sometime logistics will do this.
- Use white vinyl table cloths and hurricane lamps with candles (if you want to and you will need to buy the candles if there are not any in the bins).

- Set tables with cups, **CLEAR silverware** and napkins. The plates for dinner will be fixed in the kitchen ahead of time. Bebe will have the plates.
- Decorate the tables – **see notebook with pictures** – Decorations are the same for every walk – men’s and women’s...you can change napkins with color as you wish.
- Hang black cloth on back windows to block light (logistics might do this).
- Logistics will set up for entertainment. (Microphone etc.)
- Locate cummerbunds and bow ties and have available for the servers.
- Make sure all servers have cummerbunds and bow ties and have on black bottoms and white tops.
- Have all servers sign sheet.
- The food will be taken out on the plates that have been fixed in the kitchen. Each person will take 1 plate at a time until all tables have been served. The salads will already be on the tables. After all plates have been delivered, the servers will start pouring drinks at assigned tables.
- Desert will be served after drinks have been fulfilled.
- After the pilgrims have left the dining hall, clear tables, take down decorations and lights. Box up the hurricane globes and candle holders. **The totes are labeled for each table.**
Do not mix decorations from table to table in the totes.
- Servers may eat then and set up for Saturday breakfast.
- Set up coffee pots for in the morning.
- Spot mop floor if needed.

Saturday Breakfast Set up

- Same set up as Friday breakfast but use colorful table cloths instead of white. Remove white vinyl table cloths on the tables and replace with the colored plastic table. After breakfast, the colored table cloths will be wiped off and left to be reused at lunch.
- Use Clear utensils for breakfast and lunch. Also use glass salt and pepper shakers as well as the sugar containers.
- Use wooden rainbow table names
- Put colorful metal roosters out on tables.
- Check for needed condiments

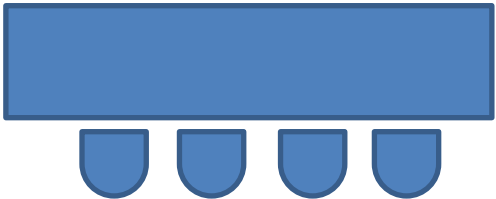
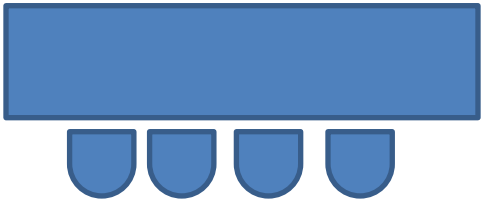
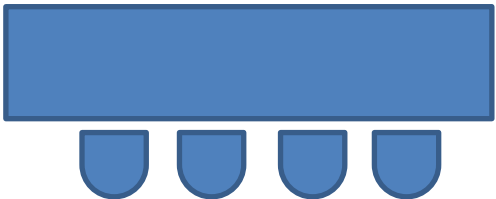
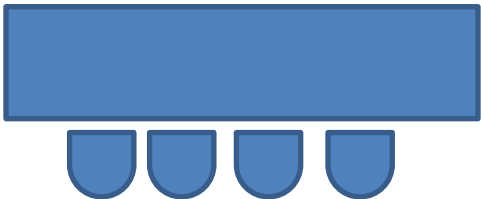
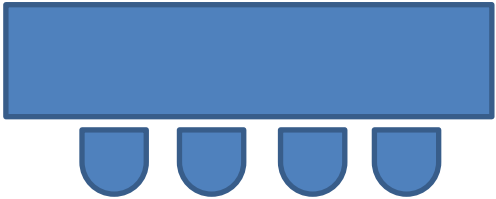
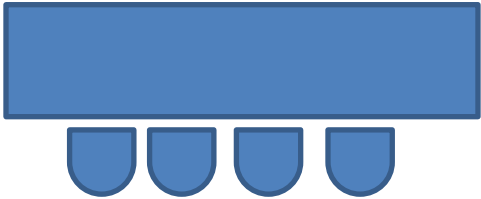
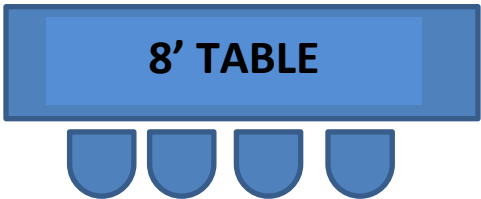
Saturday Breakfast

- Have servers wear rainbow aprons or cummerbunds.
- You will have a lot of extra servers — make sure everyone has an opportunity to serve.
- After the pilgrims have left the dining hall, clear tables.
- Servers may eat now and then set up for Saturday lunch.
- Spot mop dining hall.

Saturday Lunch

- Same as Saturday breakfast but use colorful plates, cups and napkins. Give the colored plates to Bebe and they will be fixed in the kitchen and taken out after the pilgrims are seated.
- After the pilgrims have left the dining hall, clear the tables.
- Servers may eat now and then stay to pack up.
- Pack-Up and Inventory. All items need to be packed up and the inventory (sheet attached) needs to be done.
- Give needed items list to Bebe in the kitchen for ordering.
- Thoroughly mop dining hall.
- **Use Box fans to dry floors so people don't track in more dirt. Please see to it that logistics remembers to get the fans after the floors are dry.**
- Dining hall needs to be set up like the camp has it: See diagram

Camp Dining Set Up



Work Area Sign-In Sheet
Work Area: Meal Service

Walk #_____

Co-Chair_____

[illegible]

Note to Chairperson: Please see that each person who serves in your area logs in. Give the completed log to any member of the CAEC Board at closing or mail to Rita Carswell, 538 Winding Road Dadeville, AL 36853. You can also e-mail your list to ritacarswell14@yahoo.com

Central Alabama Emmaus Community Reimbursement Request

Walk #: _____ Work Area: _____

- Please attach receipts to this reimbursement request
- Please sign the reimbursement request
- Please send to the Board Representative for the specific Work Area

Amount of reimbursement: \$ _____

Person to be reimbursed: _____

Address to mail reimbursement: _____

Signed: _____ Date: _____

Board Rep Signature: _____

Board Rep....Please mail or email reimbursement requests, along with the receipts, to the Community Treasurer.

Rita Carswell
538 Winding Road
Dadeville, AL 36853

Email: ritacarswell14@yahoo.com

**MEAL SERVICE
INVENTORY**

WALK #: _____ **DATE:** _____

DESCRIPTION	UNIT	MINIMUM REQUIRED AMOUNT	ON HAND	AMOUNT NEEDED TO ORDER
Large Clear Plates – 10”	Each	750		
Large Plates Divided – 10”	Each	750		
Small Plates – 6”	Each	750		
Small Foam Cups – 8 oz	Each	750		
Juice Cups	Each	750		
Clear Cups – 16 oz	Each	750		
Foam Cereal Bowls	Each	750		
Napkins (White)	Each	1000		
Silverware Kits	Packs	300		
White Knives	Each	500		
White Forks	Each	500		
White Spoons	Each	500		
Clear Knives	Each	250		
Clear Forks	Each	250		
Clear Spoons	Each	250		
Sugar	Packs	500		
Sweet-n-low	Packs	500		
Splenda	Packs	500		
Equal	Packs	500		

MEAL SERVICE INVENTORY

WALK #: _____ DATE: _____

DESCRIPTION	UNIT	MINIMUM REQUIRED AMOUNT	ON HAND	AMOUNT NEEDED TO ORDER
Coffee Regular 14 oz	Packs	20		
Coffee Decaf	Packs	20		
Jelly	Packs	200		
Syrup Regular	Packs	200		
Sugar Free Syrup	Packs	100		
Mustard	Packs	150		
Mayonnaise	Packs	150		
Ketchup	Packs	150		
Steak Sauce	Packs	150		
Hot Sauce	Packs	150		
Cereal – Mixed	Box	100		
Thousand Island Dressing	Packs	100		
Ranch Dressing	Packs	100		
Italian Dressing	Packs	100		
Raspberry Vinaigrette	Packs	100		

Meal Service Information

Thank you so much for being a great part of this Emmaus Walk! Your servant's heart will be evident as you serve meals to the pilgrims. Listed below are some basic guidelines for Meal Service, and also the times you will need to be in the dining hall for each meal, in order to serve.

Guidelines:

1. **SMILE!!!!** You may be hurried, tired or even confused, but this walk is the pilgrim's time. We don't want to give any impression that the serving is a chore. Serve with **JOY**, allowing the love of your Jesus to shine through.
2. You will be assigned a row of tables to serve, please serve that table only. You will also be assigned to food, or beverage, and we ask that you serve only those items assigned to you. It runs much smoother if each person does their part. Good intentions to get something for someone can cause chaos. Please notify the chairperson what is needed at another table, if you don't know who is serving that table.
3. Do not converse with the pilgrims. You will be asked if you are sponsoring someone, and if so, asked not to serve to their tables
4. Friday evening meal is a "formal" affair. In order to serving that evening, you will need to wear black pants (or skirt) and a white collared shirt. We will supply the red bow ties and cummerbunds that are to be worn by the servers.
5. After each table has been served their meal, you will be asked to go back behind the black cloth, away from sight of the pilgrims. Please do not talk during that time, your voices do carry, and again, this is the pilgrim's time to get to know their table members and chat with them.
6. Please stay to help clean up the dining hall, eat with us, and then set up for the next meal.

**Again, thank you for showing the pilgrims the
Body of Christ, it is a beautiful thing!**

Please be ready to serve at The following Times;
These are the Times you need to be at the camp.

*Thursday

Breakfast-7:00 am

Lunch- 12:00 Noon

Dinner—5:00 pm

*Friday

Breakfast-7:00 am

Lunch-11:45 am

Dinner-4:30 pm

*Saturday

Breakfast-7:00 am(serenade 7:00)

Lunch- 10:45 am

Condiment List

Thursday:

Breakfast

Butter

Creamer

Jelly

Lunch

Mayonnaise

Mustard

Salad Dressings

Dinner

Butter

Friday:

Breakfast

Butter

Creamer

Syrup (reg. & sugar free)

Lunch

Salad Dressings

Dinner

Steak Sauce

Butter (Bebe will fix)

Sour Cream (Bebe will fix)

Dressing is already on the salad

Clear Plastic Bowls & Salt/Pepper Shakers

Saturday:

Breakfast

Butter

Creamer

Jelly

Lunch

Mayonnaise

Mustard

Ketsup