Central Alabama ChrysalisCommunity

**Meal Service**

**Manual**

***Chair Person Duties***

Purchase napkins or tablecloths, if you wish to match LD’s colors/theme (or white ones are provided). The Board Rep will provide napkins for the Banquet Meal on Saturday night. You will need 55 per flight, plus enough for background team.

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 Thursday 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 Friday, 3 meals on Saturday and 2 meals on Sunday. You will need extra help for the Banquet dinner set-up. Prior to flight, check with Lay Director for their color scheme and preferred theme for the Banquet dinner (Sat night). Also, ask the LD if the caterpillars will be escorted in (girls only) or Crowned for Banquet? (If so, contact extra youth servers for this, be sure to use gender appropriate servers) *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 dress nicely (we don’t do the white shirt/pants and red bowties etc. like Emmaus) Welcome anyone that wants to come and serve. If someone shows up to serve let them — ***turn no one away***, especially those who have never served before. It is important that everyone feels welcome. Be ﬂexible. **(Use youth servers first)**

Show the love of Jesus to all. We are all here to be servants to the caterpillars.Read this manual prior to the walk and contact the Board Representative for Meal Service if you have any questions, contact information is available on the website.

**Thursday 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 5 tables on each of three rows. You will need to check with an ALD to see how many caterpillars are assigned to each table and set chairs accordingly. ***REMEMBER, FRIDAY BREAKFAST TABLE SETUP IS NOT SEPARATED BY TABLES*,** they have not been assigned tables, so spread out the chairs along the rows. There will be 8 chairs on each side if there are 8 caterpillars to a table. 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 2 chairs behind the black cloth for the Speaker’s Prayer Chapel meal table. Check with an ALD to see how many chairs will be needed at the head table. The weekend schedule and table list will be given provided at Flight. Post both on the wall near the serving table. Check with the Registrar to see if there are any dietary restrictions for any of the caterpillars or team. 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:**

**SD**

**LD**

**BR**

**MEDIA**

**ASD**

**ALD**

**MUSIC**

**ALD**

**MUSIC**

DRINK TABLE

**Breakfast for Friday**









**Lunch and Dinner**







**Breakfast for Saturday**



**Lunch and Dinner**







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

1. Organize your supply boxes behind the black cloth. Put all like items together. Put all of the boxes for Saturday night and Sunday 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 saladbar (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.
8. Prepare condiments for breakfast and put in refrigerator beside ice machine; if working.
9. Post sign in sheet for workers with clipboard on serving station.
10. 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; please make a note of # of background eating— just have the basket available)
11. Set up for Friday breakfast
12. **Be sure that curtain remains OPEN once meal service has begun. The ALD will ask new servers/kitchen staff to come introduce themselves.**

 **Condiment List**

**BREAKFAST LUNCH DINNER**

Friday:

 See Meal Prep for Info

Saturday:

See Meal Prep for Info

Sunday:

 See Meal Prep for Info

**Friday Breakfast Set-up**

* No paper table cover on tables
* White plates & packaged plastic utensils
* Coffee cup & juice cup (place upside down)
* Set out condiments per condiment sheet (3 sets at the head table). Put out salt and pepper shakers. Make up 10 baskets of condiments 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). Place large urn on serving table in dining room to be plugged in next morning.
* Fill coffee pot marked “Hot Water” with water 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
* Assign someone to come down Friday morning and plug in coffee pots (60 minutes before breakfast)

**Friday 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; remove watches, fitbits and silence cell phones.
* **Due to health regulations, all servers must wash hands before serving and wear gloves.**
* Put out all remaining condiments on the tables
* Have all servers sign in on sheet
* Divide group, if you have large # of servers. Half can do drinks, the other half can serve food. Remember, use YOUTH servers first!!!!
* Advise the servers of any dietary restrictions for any of the caterpillars; assign 1 person to for this.
	+ 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 from the person assigned to hand out the food (usually meal service chair). They will take 1 dish to each table until all tables have one of every food item. The Head Table will get 3 dishes of each 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 who brings a dish back for refills, wait and return food to that table (this helps to keep confusion to a minimum).
* Be sure you have ﬁlled the carafes with coffee. Beverage servers will have water, Apple juice, Orange juice and coffee to serve. There will be tea bags and hot chocolate available for those that request it. 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 caterpillars 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 on ice.
* Get the large containers of water from the kitchen and place on the back serving table in the dining hall.
* Fill 3 iced pitchers with water, 2 with Apple Juice, 2 with Orange Juice and 1 with Milk.
* Fill the large bowl with ice and bring the milk from the cooler here. Do not take the Milk Jug to the table.
* Have all servers stand behind the black curtain until after the blessing and everyone is seated.
* After the prayer, begin serving.
* After the caterpillars have been served and drink reﬁlls have been done, the curtain is to remain open. We don’t “hide” from the caterpillars.
* After the caterpillars leave, all servers clear tables. All left over food bowls and platters should be brought to one table and like items combined; check with Meal Prep Chair to see how remaining food will be served, discarded or returned. Grits should be thrown away. 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.

**Friday Lunch**

* Same set up as breakfast **with the addition of white vinyl tablecloths on tables** and white utensils (no cereal bowls and will serve tea, water and lemonade, instead of juice). Use big cups for drinks.
* Get Blessing before Meal and Blessing After Meal Signs and put them up; located in worship box in staging room.
* Add paper table names on tables (Someone will need to make some with paper from Agape be creative and colorful, be sure to get table names from ALD). If you’d like printed please let Board Rep know and it will be done for you.
* Check condiment list for needed condiments and place on tables including salt and pepper shakers.
* Bring coolers of tea and lemonade from kitchen to back table also get large container of iced water. Fill up 4 clear pitchers with sweet tea and 3 clear pitchers with lemonade and 4 pitchers with water.
* Have coffee available for requests.
* After caterpillars leave, clear tables (see Friday Breakfast).
* Servers may eat when tables are cleared.
* Set up for Friday dinner.
* Spot mop dining hall if needed.

**Friday Dinner**

* Same as Lunch.
* Check for needed condiments and place on tables, including salt and pepper shakers.
* Severs may eat after tables are cleared. Set up for Saturday breakfast. Add 2 banners from worship box in staging room to wall.
* Set up coffee pots for the morning.
* Spot mop dining hall if needed.

**Saturday Breakfast**

* Same as Friday Breakfast with addition of vinyl or colored tablecloths (use only one color) and white utensils.
* Check for needed condiments.
* Servers eat after clearing tables. Set up for Saturday lunch.
* Spot mop dining hall if needed.

**Saturday Lunch**

* Same as Saturday Breakfast (tea, lemonade and water instead of juice).
* Servers eat after clearing tables. Set up for Banquet dinner. Add 2 banners from worship box in staging room.
* Spot mop dining hall if needed.

**Banquet Dinner (Sat Nite)** Banquet Set-up

* Typically female caterpillars are escorted in one at a time by male youth, if you don’t have atleast 8, then they will be crowned as they enter. Male caterpillars will be crowned as they enter by female youth servers.
* Attire is dressy casual….MODESTY is important!!! No halter tops, spaghetti straps, low cut tops, short shorts or mini skirts are allowed.
* *Have at least 2 people hanging lights. Sometime logistics will do this.*
* Use white vinyl table cloths (or if you want to purchase LD flight color).
* Set tables with clear cups, silverware and designated napkins. The plates for dinner will be ﬁxed in the kitchen ahead of time. Give the plates to Meal Prep chairperson ahead of time.
* Decorate the tables – Decorations should be kept simple, standard decorations are provided, or you may purchase items. Please remember purchased items may not be reimbursed. Add 2 banners from worship box.
* *Hang black cloth on back windows to block light (logistics might do this).*
* Logistics will set up for entertainment. (Microphone etc.)
* Have all servers sign sheet. (remove watches, fit-bits and silence phones)
* The food will be taken out on the plates that have been ﬁxed in the kitchen. Each person will take 2 plates at a time until all tables have been served. The kitchen may prepare some items for table pre-set. After all plates have been delivered, the servers will start pouring drinks.
* Desert will be served after drinks have been fulfilled.
* After the caterpillars have left the dining hall, clear tables, take down decorations and lights. The “Light your life service” will be held in dining hall on Sunday morning, so stack chairs against one wall, bring tables behind curtain and stack on top of each other. Have servers meet at back of kitchen at 7:30am, NOONE is allowed in dining area during this service. Assign people to place tables, chairs, tablecloths, and place settings while waiting to enter dining hall. Once it’s over, you may then set tables, chairs and agape. **Recruit EXTRA help as you will only have 15-20mins before they come down for breakfast.**
* \*\*Servers may eat then and set up for Sunday breakfast.\*\*
* Set up coffee pots for in the morning.
* Spot mop ﬂoor if needed.

**Sunday Breakfast Set up**

* Same set up as Friday breakfast but use vinyl/colored tablecloths in any combination.
* Add 2 banners from worship box.
* Check for needed condiments

**Sunday Breakfast**

* You may have a lot of extra servers — make sure everyone has an opportunity to serve.
* After the caterpillars have left the dining hall, clear tables.
* Servers may eat now and then set up for Sunday lunch.
* Spot mop dining hall.

**Sunday Lunch**

* Same as Sunday breakfast. Add remaining 2 banners from worship box.
* After the caterpillars 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, Inventory Sheet and manual to Board Rep.
* 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

**Central Alabama Chrysalis CommunityMeal Service Log-in Sheet**

**FLIGHT#\_\_\_\_\_\_**

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight/Walk #: \_\_\_\_\_\_\_\_\_\_\_**

**Co-Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight/Walk #: \_\_\_\_\_\_\_\_\_\_\_**

**FRI**

**SUN**

**SAT**

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| **Name** | **Email** | **Phone #** | **B** | **L** | **D** | **B** | **L** | **D** | **B** | **L** |
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Note to Chairperson: Please see that each person who serves in your area logs in. Give the completed log to the CAC Board Rep at closing or mail to CAC, PO BOX 680929, Prattville, AL 36068. You can also e-mail your list to alatham80@gmail.com

**Central Alabama ChrysalisReimbursement Request**

**Flight #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Please attach receipts to this reimbursement request**
* **Please sign the reimbursement request**
* **Please give completed form with receipts to Board Rep, Amanda Latham**

**Amount of reimbursement: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person to be reimbursed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address to mail reimbursement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Rep Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You may also mail or email reimbursement requests, along with the receipts, to Attn: CAC Treasurer @

Central Al Chrysalis Email: **alatham80@gmail.com**

PO Box 680929

Prattville, Al 36068-0929

MEAL SERVICEINVENTORYFlight #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **UNIT** | **MINIMUM REQUIRED AMOUNT** | **ON HAND** | **AMOUNT NEEDED TO ORDER** |
| White Vinyl Tablecloths | Each |  |  |  |
| Black Vinyl Tablecloths | Each |  |  |  |
| Blue Vinyl Tablecloths | Each |  |  |  |
| Red Vinyl Tablecloths | Each |  |  |  |
| Green Vinyl Tablecloths | Each |  |  |  |
| Yellow Gingham Vinyl T.C. | Each |  |  |  |
| Red Gingham Vinyl T.C. | Each |  |  |  |
| Blue Gingham Vinyl T.C. | Each |  |  |  |
| White Forks | Case | 600 |  |  |
| White Spoons | Case | 600 |  |  |
| White Knives | Case | 600 |  |  |
| Clear Forks | Case |  |  |  |
| Clear Spoons | Case |  |  |  |
| Clear Knives | Case |  |  |  |
| Small 8oz foam cups | Case | 1000 |  |  |
| Small 6oz clear juice cups | Pack |  |  |  |
| Foam 16oz cups | Case | 500 |  |  |
| Clear 16oz cups | Pack | 120 |  |  |
| Small foam bowls | Pack | 300 |  |  |
| Small clear 6’ plates | Pack | 110 |  |  |
| Large Clear Plates | Pack | 55 |  |  |
| 3 comp foam plates | Pack | 200 |  |  |
| Disposable Aprons |  Box | 100 |  |  |
| Hair Nets | Bag | 100 |  |  |
| Disposable Gloves | Box-4 | 500 |  |  |
| Straws (Ind wrapped) | Case | 3000 |  |  |
| Aluminum Foil | Lg Roll | 500ft HD |  |  |
| Food Service Film | Lg Roll | 3000ft (18in) |  |  |
| Gallon Bags | Box | 352 |  |  |
| Napkins – White 1/8 fold | Pack |  |  |  |
| Silverware kits | Box | 250 |  |  |
| Hand Sanitizer | Box | 12 |  |  |
| Sugar | Packs | 500 |  |  |
| Sweet-N-Low | Box | 250 |  |  |
| Reg Coffee | Packs | 36/12 cup pks |  |  |
| Liquid Creamer | Box | 192 |  |  |
| Assorted Jelly | Box |  200 |  |  |
| Mayo  | Box | 200 |  |  |
| Mustard | Box | 400 |  |  |
| Ketchup | Box | 1000 |  |  |
| Syrup | Sm Bottles | 12 |  |  |
| Hot Sauce | Box | 150 |  |  |
| Ranch Dressing | Box |  |  |  |
| 1000 Island Dressing | Box |  |  |  |
| Italian Dressing | Box |  |  |  |
| Cereal – Mixed  | Box (2) | 30 |  |  |
| Ind Butter Country Crock | Bag | 108 |  |  |
| Lemonade | Lg Can | 2 |  |  |
| Tea Bags | Box | 48 gal size |  |  |
| Salt/Pepper to refill | Jar | 2 each |  |  |
| Sugar (tea) | Bag | 10lb |  |  |
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Please be ready to serve at the following Times;These are the Times you need to be at the camp.

\*\*Arrive at\*\* \*\*Serve at\*\*FRIDAY

Breakfast-8:OO am 8:30 am Lunch- 11:30 am 12:00 noonDinner—5:0O pm 5:30 pm

SATURDAY

Breakfast-7:45 am 8:15 amLunch-11:20 am 11:55 amDinner-4:30 pm 5:00 pm

SUNDAY

Breakfast-7:30 am 8:00 amLunch- 11:30 am 12:00 noon