



COOKING MATTERS

THE IN CLASS SHIFT IS RESPONSIBLE FOR HELPING IN ALL AREAS NECESSARY TO EXECUTE THE CLASS. ONCE YOU ARE DONE WITH YOUR DESIGNATED ASSIGNMENTS PLEASE ASK OTHERS IF THEY NEED ANY HELP. PLEASE ASK MARIA, ADRIANA OR NUTRITION INTER OF ANY ADDITIONAL TASKS THAT NEED TO BE COMPLETED BEFORE YOU LEAVE.

Tuesday in Class Shift—1:30 AM—4:30 PM

- **VOLUNTEER #1**

- Set-up Check List
 - Prepare and/or finish preparing snack
 - Get all snacks plated and ready to serve
 - Double check that all ingredients are out and at a designated station.
 - Pass snacks to participants
 - Get all main meal plates & silverware ready for class
 - During class: Pick up plates when participants finish eating
- Clean-up Check List
 - Wash all dishes, silverware, and pans used during class.
 - Clean all counters
 - Make sure that all C.M. utensils go back to their designated place.
 - Make sure all Church's utensils go back to their designated place.

- **VOLUNTEER # 2**

- Set-up Check List
 - Make sure to welcome all participants
 - Make sure all participants sign in
 - Make sure all participants receive a lesson package
 - Collect all reusable bags from participants
 - Prepare bags with groceries for participants to take home
 - Follow the instructions from bag's ingredients.
 - Add spice bag if needed.
 - Distribute bags to participants as they finish eating
- Clean-up Check list
 - Clean and sanitize all chairs and tables used in Centennial Hall.
 - Collect all handouts/packages not used and file them accordingly
 - No C.M. ingredients should be left in refrigerator- Ask Maria, Inter, Adriana for instructions.

- **VOLUNTEER # 3**

- Set-up Check List

- Set up Centennial Hall
- There should be 18 (# of participants expected) chairs in a circle.
 - 2 Tables
 - During class: Make sure all participants have a name tag
 - Help Volunteer # 2 prepare bags for participants
 - Walk around and help participants as needed
 - If bags called for eggs- Make sure to cut cartons in half.

- Clean-up Check List

- Pick up all chairs & tables
- Put all C.M. ingredients away in C.M. closet
- If any leftovers: Distribute or throw away.
- If any extra bags- Ask Maria where to store them.
- Thank all participants on their way out and remind them what to expect next week.

KITCHEN AND CENTENNIAL HALL MUST BE CLEAN AFTER CLASS.

NO FOOD, INGREDIENTS, HANDOUTS, SUPPLIES, KITCHEN UTENSILS, OR BAGS CAN BE LEFT OUT. IF YOU ARE NOT SURE WHERE SOMETHING BELONGS PLEASE ASK ONE OF THE STAFF MEMBERS.

