



Summer Meals Open Site: Light of Liberty Church

June 12th-August 18th: Mon-Fri: 11:15AM-12:45PM

2 Washington Blvd, Oak Park, IL 60302

- 1) Please wear your Summer Meals Volunteer or Food Pantry Volunteer t-shirt when volunteering for this shift (if you don't have a t-shirt, please contact either Adriana Riano or Lauren Draftz to pick one up).
- 2) Please arrive at Light of Liberty Church **by 11:15AM**. Enter through the main door and go to your right and walk down the stairs. You will see our Summer Meals room through the doors ahead. Be sure to sign in.
- 3) Check in with Summer Meals staff (Zahava or Lauren) to find out your specific tasks for the day.
- 4) Please wash your hands before lunch time starts.
- 5) Set-up:
 - a. Clean and sanitize all tables and kitchen counters that will be used during the serving time.
 - b. Empty all trash and make sure all garbage cans have a new and clean bag.
 - c. Be sure all posters are up and visible (poster with our hours, non-discrimination USDA poster, poster with guidelines, poster with schedule, share table poster).
 - d. Organize the information table and restore with necessary copies as needed.
 - e. Help the site lead take necessary temperatures and log them appropriately.
- 6) Greeter:
 - a. One volunteer will be assigned to welcome and walk all children to the appropriate place.
 - b. Please have flyers available and pass them out as people pass by our facility.
 - c. Be sure to rotate with other volunteers throughout your shift.
- 7) Activities
 - a. Be sure all arts and crafts stations are fully stocked and ready to be used.
 - b. Volunteers will help the site lead administer that day's scheduled programming.
- 8) Lunch Service
 - a. Encourage kids and their parents to sign in on the laptop provided.
 - b. Please explain to any new parents or children that the meals must be eaten on site and that parents unfortunately can NOT share the meals with their children.
 - c. Please help the site lead keep track of the number of meals distributed.
- 9) All volunteers will help with clean up at the end of lunch service.
 - a. Please help the site lead count leftover meals.
 - b. All tables and meal service surfaces need to be sanitized.
 - c. Arts and crafts supplies should be stored away in the provided bin.

Questions? Contact us: Adriana Riano: 708-386-1324 x1104; Lauren Draftz: 708-386-1324x1112