



Summer Meals Open Site: New Life Ministries

July 10th-Aug 18th: Mon-Fri 8:45AM-10:15AM and 11:45AM-1:15PM

New Life Ministries: 634 N. Austin Blvd Oak Park, IL

- 1) Please wear your Summer Meals Volunteer or Food Pantry Volunteer t-shirt when volunteering with Summer Meals (if you don't have a t-shirt, please contact either Adriana Riano or Lauren Draftz to pick one up).
- 2) Street parking is available on Superior Street. The parking lot adjacent to the church is **not** available to volunteers and is permit parking for the apartment building next door. Enter through the double doors off of Superior.
- 3) The Summer Meals room is up the stairs on your right. Please check in with Summer Meals staff (Lauren Draftz or Sharon Gibson), sign in, and grab a nametag.
- 4) 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. Help the site lead take necessary temperatures and log them appropriately.
- 5) 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.
- 6) Lunch Service
 - a. Encourage kids and their parents to sign in on the laptop or iPad 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.
- 7) 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