

SET UP

Please call the church office 612-722-8000 to arrange the time for you to get into the church and make sure it's unlocked.

_____ Tables in Assembly Room with chairs (*custodian will have tables set up*)

_____ Place settings

White paper placemats (found in a box in the small closet near the back bathroom)

Napkin (found in drawers in kitchen near sink)

Soup spoon (found in large closet in back hall)

Front Table

- Plastic table cloth
- Napkins
- Small spoons (for ice cream)
- Small saucers (for ice cream)
- Water glasses
- Coffee cups
- Bread
- Peanut butter, jelly, etc.
- Knives for making peanut butter and/or jelly sandwiches
- Big brown trays to put bread, PB and jelly on
-
- Make 1 large pot of coffee & plug in by front table
- Water in pitchers, put in refrigerator to chill

SOUP 'ARTIST'

Make two kinds of soup to feed a total of _____ servings
(*check freezer to see if there are leftovers from the previous week*)

Please call the church office 612-722-8000 to arrange the time for you to get into the church and make sure it's unlocked.

SERVING KITCHEN SET UP

Soup served from the counter

_____ Pink plastic trays at wall end of counter

_____ Soup bowls

- metal cart at sink end of counter for bread and crackers
- basket for food contributions near telephone or at far end of counter
- milk and water out on front table in assembly room
- sandwich makings out on front table

GROCERIES NEEDED

Saltines for the night (2 full boxes)

2 – 4 Loaves of bread for sandwiches

Sandwich makings:

two jars of peanut butter

one bottle of honey

two jars of jam/jelly -- smaller jars

1 lb butter

2 gallons of milk

½ & ½ for coffee

2 – 3 gallons of ice cream (vanilla, chocolate, etc)

2 - 3 Toppings for ice cream (chocolate, strawberry, caramel – small containers)

CLEAN-UP

1. Run soup bowls, spoons, cups, glasses, trays through dishwasher
2. Allow trays to air dry (tile them in criss cross pattern to allow drying)
3. Make sure bowls and spoons are clean and dry before stacking
4. Help soup artist clean up cooking utensils, pots & pans
5. Wipe down tables and chairs with bleach solution
6. Milk, butter, jam/jelly, peanut butter, cream, etc in refrigerator
7. Clean coffee pot
8. Wipe off plastic table cloth on front table...leave on table to dry
9. Sweep kitchen floor
10. If time, vacuum assembly hall floor
11. Money collected - count and put in a plastic baggie and have put in safe, labeled "soup supper"
12. Reimburse volunteers for any products they may have bought (*include receipt in with money in the baggie; or if not enough monies collected to reimburse, they may complete a 'reimbursement form and turn it into the pastor*)