



Bethany Cafe Volunteer Opportunities

Main Street UMC hosts Bethany Cafe on the 3rd Saturday of every month and lots of help is needed!

This signup form is NOT for a specific date, it is simply for you to indicate that you are interested in helping in a specific work area. A Team Leader will reach out after you sign up.

First, read over the job descriptions. Then, let us know how you would like to help by making your selections at the end of the form. Questions before you sign up? Contact Ann Ballard

Here are the volunteer job descriptions. There are many opportunities and areas in which to serve.

You can sign up to help in the area of your choice below the description list.

. Chef

Purpose of Team: Plan and prepare the Bethany Café meal with assistance from the Prep Team. Each Chef may choose to have a partner and work together as a team.

Time Needed: Friday before the 3rd Saturday of each month and the 3rd Saturday of each month. Additional time to plan menu, comparison shop and purchase items needed for the menu as well as components of delivery containers

Number needed: Generally, one Chef or one Chef Team will take care of a month. When a new chef agrees to serve on the Team an experienced chef will be needed to assist with training.

Chef Duties: Send an email early in the month to Kitchen Team Leader and Dessert Team Leader with Prep time on Friday. The Prep Team Leader will notify the Prep Team the time they should report on Friday and the Dessert Team will notify their Team Members in case they want or need to deliver desserts on Friday. When the menu is set send to Dining Room Team Leader to share with their Team.

Plan the menu to include: Amount of food needed; Adjustments to recipes

Make shopping list to include: Food for the menu; Additional items needed such as delivery containers, cupcake containers, etc.

Comparison shop for items.

Check Bethany Café storage for supplies on-hand that can be used.

Prep food the Friday prior to the third Saturday.

Saturday morning complete the meal – delivery meals must be ready by 10:00 am and in-house meals must be ready by 11:30 am

Prepare and freeze any left- over ingredients so they can be used for an upcoming meal.

Freeze left-over meals, if applicable, so they can be distributed as part of the Soul Food that is available for the next month.

Other duties as determined by the changing needs of Bethany Café.

• **Clean-Up Team Leader, Clean-Up Team Member**

Purpose of the Team: Wash dishes, clean the kitchen and dining area.

Time Needed: 3rd Saturday of every month

Number Needed: 4

Team Leader Duties: Email all team members early in the month. The email should include the number of team members needed and any other information pertinent to the completion of the required tasks.

Other duties as determined by the changing needs of Bethany Café.

Team Member Duties:

Prepare dirty dishes for the dishwasher, run the dishwasher, and put up clean dishes.

Thorough cleaning of kitchen after all food is served and put away.

General cleaning of the dining room after all guests have left.

Other duties as assigned by the Team Leader.

Other duties as determined by the changing needs of Bethany Café.

. **Deliveries Team Leader, Deliveries Team Member**

Purpose of the Team: To deliver meals to home-bound neighbors and share a smile to brighten their day.

Time Needed: 3rd Saturday of each month 11:00 am – 12:30 pm

Team Leader Duties:

Maintain the delivery list.

Email Chef and Dessert Team Leaders the number of deliveries for each month.

Determine routes for each driver.

Assign drivers to their route.

Confirm driver availability for routes each month.

Other duties as determined by the changing needs of Bethany Café.

Team Member Duties:

Call all recipients on your route midweek to see if they will be home and ask about any additional meals that may be needed. If you do not reach the recipient assume that they will be home and plan to deliver the typical number of meals to that recipient.

Pick-up meals for delivery between 11:00 am and 11:15 am the third Saturday of each month

Deliver meals to the assigned route.

Let the Team Leader know if any changes need to be made to the delivery list.

Other duties as assigned by the Team Leader.

Other duties as determined by the changing needs of Bethany Café.

• **Dessert Team Leader, Dessert Team Member**

Purpose of the Team: Provide desserts for in-house guests as well as for home deliveries. Home delivery desserts should be easy to pack in the bags, such as brownies, pound cake, cookies, etc. Pick-up cupcakes from Cake and All Things Yummy on Saturday morning at 10:00 am. Cake and All Things Yummy doesn't open until 10.

Time Needed at home: To be determined by the desserts you choose to make.

Time Needed: 3rd Saturday of each month: You can deliver the desserts to the church on Friday afternoon or Saturday. Need to be there by 9:00 am if you made desserts for delivery meals or 10:30 if you made desserts for in-house dining. Desserts can also be left in the Fellowship Hall on Friday afternoon prior to Bethany Café.

Number Needed: Approximately 50 servings for in-house guests and approximately 150 servings for home delivery.

Team Leader Duties:

Email all team members early in the month. The email should include the number of servings needed for the month, who can pick-up at Cake and All Things Yummy and any other information pertinent to the completion of the task.

Confirm that enough servings will be available for the meals.

Other duties as determined by the changing needs of Bethany Café.

Team Member Duties:

Prepare desserts of your choice and deliver to the church when needed.

Pick-up cupcakes from Cake and All Things Yummy when you have agreed to do this.

Other duties as assigned by the Team Leader.

Other duties as determined by the changing needs of Bethany Café.

. Dining Room Team Leader, Dining Room Team Member

Purpose of the Team: Team members will prepare drinks for our guests and/or welcome and serve guests at the Team Member's assigned table(s).

Time Needed: 3rd Saturday of each month 11:00 am – 1:00 pm

Number needed: To be determined by Team Leader each month

Team Leader Duties:

Email all Team Members early in the month. The email should include the number of Team Members needed and any other information pertinent to the completion of the task.

As Team Members arrive share with them their duties for the day.

Set out signs directing guests to use the entrance near the Library.

Greet guests as they arrive.

Bring in directional signs at closing.

Other duties as determined by the changing needs of Bethany Café.

Team Member Duties:

Welcome the guests at your table(s) soon after they are seated.

Inform guests what is on the menu, then take orders for drinks and desserts.

Serve the guests beverages before 11:30, then their meals and desserts after 11:30.

Count the number of second servings and take-home meals and give that number to the Team Leader.

Answer any questions.

Share with guests that second servings and take-home meals will not be available until 12:30 pm. This is to insure we have enough food for guests who arrive later in the serving time.

Other duties as assigned by the Team Leader.

Other duties as determined by the changing needs of Bethany Cafe.

• **Prep Team Leader, Prep Team Member**

Purpose of the Team: Assist the Chef in prepping the food to be cooked/served.

Time Needed: Friday afternoon prior to the 3rd Saturday of the month 1:00 pm until finished – usually by 5:00 pm and 3rd Saturday of each month as determined by the Chef of the month.

Number needed: Determined by the Chef for each month – usually 2-3 people

Team Leader Duties:

Email all team members early in the month. The email should include the number of team members and the duties that are needed for the month, the start time for Prep on Friday and any other information the Chef sends you that is pertinent to these duties.

Other duties as determined by the Chef for the month.

Other duties as determined by the changing needs of Bethany Café.

Prep Team Member Duties:

Promptly reply to the Team Leader and all Team Members your availability for that month.

Assist the chef on the Friday afternoon prior to Bethany Café for 3-4 hours. The Chef will provide the definite start time.

Duties include but are not limited to:

Cut, chop, slice and dice ingredients

Prepare and mix ingredients so that the dish is ready to cook on Saturday morning

Clean-up after all prep work is completed.

Other duties as assigned by the Chef/Prep Team Leader.

Other duties as determined by the changing needs of Bethany Café.

• **Serving Team Leader, Serving Team Member**

Purpose of the Team: Prepare meals ready for the Delivery Team to pick-up (9:30-11:00). Serve plates for in-house guests (11:30 – 1:00).

Time Needed: 3rd Saturday of each month 9:30 – 1:00.

Number needed: 8

Team Leader Duties:

Email all team members early in the month. The email should include the number of team members and the duties that are needed for the month as well as any other information that is pertinent to these duties.

Other duties as determined by the Chef for the month.

Other duties as determined by the changing needs of Bethany Café.

Serving Team Member Duties:

Promptly reply to the Team Leader and all Team Members your availability for that month.

Fill to-go containers.

Serve plates for in-house dining as requested by Dining Room Team.

Keep the serving area neat and clean.

Replenish trays of food.

Other duties as assigned by the Team Leader.

Other duties as determined by the changing needs of Bethany Café.

• **Set-Up Team Coordinators**

Purpose of Team: Set-up the Fellowship Hall dining room ready for guests to be seated and served. (The Church Custodian will have the appropriate number of tables and chairs in place.)

Time Needed: 10:00 until finished – generally an hour or less

Number Needed: Minimum of two teams of two people. Additional Teams are welcome.

Team Coordinators Duties:

Determine a schedule for the teams.

Retrieve tablecloths and decorations from the Bethany Café closet and place on each table.

Roll silverware and napkins and place on each table.

Put away any extra items.

Other duties as determined by the changing needs of Bethany Café.

• **Soul Food Distribution Co-Team Leaders, Soul Food Distribution Team Member**

Purpose of Team: To distribute the Soul Food donated by Starbucks, Papa John's, Cake and All Things Yummy and other donations that are received during the month. All donations should be given out each month. We do not have space to store items from month to month.

Time Needed: 3rd Saturday of each month. 10:00 am – 1:00 pm

Number Needed: 4

Co-Team Leader Duties:

Email all team Members early in the month to determine who can serve that month.

Confirm four people are available for the month.

Determine distribution of items:

Starbucks: Based on number of items collected for the month determine the number of items each guest can choose.

Papa John's: Based on the number of items collected for the month determine the number of items each household can choose.

Other items that are available determine whether to distribute to each guest or to each household and the number of items to be chosen.

When determining number of items to select assume 50 guests.

If there are a large number of items you can determine if you want to provide some items for the home delivery bags.

Other duties as determined by the changing needs of Bethany Café.

Team Member Duties:

Remove Starbucks and Papa John's items from freezer(s).

Place the Starbucks items in the black crates. Move the crates to the area for distribution. Place one crate at a time on the table.

Put several pizzas on the distribution tables. Add pizzas until all have been distributed.

Put other items available for distribution on the tables as needed.

Other duties as assigned by the Team Leader.

Other duties as determined by the changing needs of Bethany Café.