

## **SUNDAY LUNCH TASK LIST FOR JOB COORDINATORS**

### **JOB 1: KITCHEN/ROOM PREPARATION AND SERVING THE MEAL.**

1. Contact and enlist 3 volunteers for each Sunday Lunch. Schedule for the whole year well in advance of service.
2. Create (or use existing) a guideline sheet detailing every task of the Prep team. Mail to every volunteer.
3. Create (or use existing) visual chart for layout of room and serving tables. Place this in kitchen so volunteers can refer to it on Sunday mornings.
4. Create (or use existing) checklist for Prep Tasks. Place in kitchen.
5. Send reminders Monday or Tuesday preceding service date.
6. Coordinate with Sunday Facilities Assistant how the table and chairs are to be set.
7. Serve alongside volunteers for a while to “learn the ropes.” Try to have at least one experienced volunteer in place for Sundays you will not attend.
8. Send thank-you’s Monday or Tuesday immediately after service date.
9. Collect free will offering money. Use it to purchase salad, croutons, cherry tomatoes, butter, half & half, cookies, etc. Bread has been provided by Trader Joe’s. If you have further receipts, submit them to the office.

### **JOB 2: COORDINATE THE FOOD BRINGERS.**

1. Contact and enlist 6 volunteers for each Sunday Lunch. Schedule for the whole year well in advance of service.
2. Create (or use existing) a guideline sheet of specific requirements for food bringers. Mail to every volunteer.
3. Send reminders Monday or Tuesday preceding service date.
4. If and when a volunteer cannot serve at the last minute, or there is another emergency of some sort, have casseroles in the freezer ready for preparation on Sunday morning. (Costco lasagna or potatoes au gratin serve well for this purpose).
5. Send thank-you’s Monday or Tuesday immediately after service date.

### **JOB 3: COORDINATE THE CLEAN-UP HELPERS.**

1. Contact and enlist 3 volunteers for each Sunday Lunch. Schedule for the whole year well in advance of service.
2. Create (or use existing) a guideline sheet detailing every task of the clean-up crew. Mail to every volunteer.
3. Send reminders Monday or Tuesday preceding service date.
4. Serve alongside volunteers for a while to “learn the ropes.” Try to have at least one experienced volunteer in place for Sundays you will not attend.
5. Do personally, or have an experienced volunteer do a review the cleaning/tidying of the room so that all is in order for *Convivio*.
5. Send thank-you’s Monday or Tuesday immediately after service date.