



**The Community Dinner**  
at Prince of Peace Episcopal Church

## IMPORTANT INFORMATION FOR MEAL PROVIDERS /COOKING TEAMS

### Visit

Please make arrangements to tour our facilities prior to committing to and planning your meal. You may find that the meal can be more easily and fully cooked in our commercial grade kitchen.

### What The Community Dinner Provides

- Table settings and serving dishes;
- Pots, pans, cooking utensils;
- Use of full kitchen including commercial-sized convection gas ovens and 6-burner Wolf gas range
- Cleaning supplies;
- Condiments and butter for bread;
- Aprons
- Experienced staff and volunteers.

### What to Bring

- A meat course, potato/rice/pasta, a cooked vegetable;
  - Lettuce, spinach, tomatoes, cucumbers, carrots, other vegetables/fruits, and dressing for the salad.
- Whole grain bread, garlic bread, or rolls.
- 10 gallons of ice cream
- Desserts \*

### Your Responsibilities

- Providing food for the meal
- Cleaning the kitchen
- \* Optional: Serving the meal (buffet line service/dining room clean up volunteers), please confirm in advance.

### How Much Food to Bring

- We typically serve 75 people- that's around 120 portions total.
  - We may have a selection of canned and frozen food that you are welcome to use. *To check availability, please contact The Head Chef two weeks in advance.*

### Support with Planning Meals and Volunteers

- We can advise you on meal planning, please see separate document of sample popular meals for your reference.
- We are able to provide some additional volunteers to support you if needed.

**THE COMMUNITY DINNER AT PRINCE OF PEACE EPISCOPAL CHURCH**  
**5700 RUDNICK AVENUE, WOODLAND HILLS CA 91367**  
[www.popwh.org/community-dinner.html](http://www.popwh.org/community-dinner.html)



**The Community Dinner**  
at Prince of Peace Episcopal Church

## **IMPORTANT INFORMATION FOR MEAL PROVIDERS/COOKING TEAMS -continued**

### **How Many Volunteers to Bring**

Please plan to bring four to eight volunteers, depending on how complicated your meal is to prepare, how much preparation will be done at The Community Dinner Kitchen, and how much kitchen cleanup will be involved. Four volunteers would be fine if you're serving franks and beans, eight would likely be necessary if you're making a turkey dinner.

### **When to Arrive**

- Please plan to arrive between 1 and 1:30 pm if you plan to cook your meal on premises. ( If additional prep time in the kitchen is available Friday afternoons from 1pm to 4pm).

- Please arrive between 3 p.m. and 4 p.m., depending on how long it will take you to bring your meal up to a safe serving temperature (typically 165°) by 5 p.m. It takes longer to heat large quantities of food than it does to heat the smaller quantities we work with in our own kitchens.

### **What to Wear**

Sensible attire for working with food and the public includes closed-toe shoes, t-shirts, pants or knee length shorts, and elastics for long hair.

### **The Routine at The Community Dinner**

- 1:00-1:30 p.m. Cooking group arrives to begin preparing the meal.
- 3 to 4 p.m. Catering group arrives to begin preparing the meal if simply warming up.
- 5:00 p.m.\* Food is brought to the serving table and the meal service begins.
  - If you bring volunteers to serve they will plate food on the buffet line.
  - Once the guests have been served, you are encouraged to join them for dinner.
  - During the meal service, one or two of your volunteers may be needed in the kitchen to help with dishwashing and clean up.
- 5:30 p.m. Seconds and deserts and take-home meals are offered to the guests.
- 6:00 p.m. Meal service ends and clean up begins. Your help is needed to clean up the kitchen and if serving on the buffet, the dining room also.

**THE COMMUNITY DINNER AT PRINCE OF PEACE EPISCOPAL CHURCH**  
**5700 RUDNICK AVENUE, WOODLAND HILLS CA 91367**  
[www.popwh.org/community-dinner.html](http://www.popwh.org/community-dinner.html)



**The Community Dinner**  
at Prince of Peace Episcopal Church

## **IMPORTANT INFORMATION FOR MEAL PROVIDERS/COOKING TEAMS- continued**

### **Food Safety**

Safe food-handling procedures are a top-priority at Community Dinner. Food-borne illness can be life threatening, especially to our older guests. Because of this, we observe food-handling procedures that are stricter than those most of us practice in our own kitchens. Frequent hand-washing, wearing gloves, tying back long hair, and making sure foods are stored, held, and served at proper temperatures are just a few of the measures we take to ensure that our food-handling procedures don't jeopardize the health of our guests.

The Community Meals Manager is responsible for making sure proper food-handling procedures are observed

### **Bringing Children with You**

Children are always welcome at The Community Dinner, but a kitchen is full of hazards such as hot pans and sharp knives. Therefore, young children must be kept from underfoot, children under 10 are restricted to the dining room. Children who are able to follow safe food-handling procedures (typically aged 10+) may serve the guests.

For their protection, the number of children serving at the dinners is restricted to 3, and children must be supervised by an adult from your group AT ALL TIMES.

### **Our Guests**

All sorts of people come to The Community Dinner for food and hospitality. Most are appreciative and well mannered. Others are more demanding and can sometimes be downright rude. It helps to adopt a non-judgmental attitude when volunteering at The Community Dinner.

Some of our guests may not really need a free meal; they come to escape isolation at home. The hunger for companionship can be just as gnawing as the hunger for food. An important thing to remember is that we can't judge a person's need by looks alone.

We do not allow disturbing or abusive behavior. If you notice any unacceptable behavior, please notify the staff person in charge.

**For your protection, do not confront a guest about such behavior yourself. Let a red aproned Dining Room Community Dinner Supervisor to handle it.**

**THE COMMUNITY DINNER AT PRINCE OF PEACE EPISCOPAL CHURCH**  
**5700 RUDNICK AVENUE, WOODLAND HILLS CA 91367**  
[www.popwh.org/community-dinner.html](http://www.popwh.org/community-dinner.html)