

**Host Procedures—Dinner Cooks**

Updated 04/16/24

**General:**

Please also review the “Best Practices for Volunteer/Guest Relationships” and “Universal Precautions” sheets available on our website.

Be friendly, welcoming, courteous and flexible. Hospitality is our goal!

**Emergency Contacts:**

Police, Fire, Serious Medical Emergency dial 911 (Do not transport guests to emergency services in your vehicle.)

St. John Coordinator Team Week Leader, Leslie McGrew:

St. John Staff Contact, David Schrampfer : 920-419-8429

Facility/Alarm Issues Contact, Cliff Sieck : 360-608-2044

Family Promise Call Phone (After 5PM and weekends): 564-241-3338

**Delivering the Meal**

* Please enter and exit the Family Promise area from the South door leading to the lower parking lot (to reinforce use of this door only by guests.)
* Please arrive with the meal at 5:45 PM. The evening hosts will be available to help you. Aim to serve dinner at 6:00 PM unless directed otherwise. If you are unable to deliver the meals to St. John, please contact Leslie McGrew to arrange delivery.
* The kitchen can be used to keep meals warm, but **PLEASE DO NOT** bring food to cook there. All meals should be cooked prior to delivery.
* **If using the oven at church, triple check to make sure it has been turned off. The dials are not always accurate.**
* You may pre-package meals per family, ***or*** serve buffet/cafeteria style. Everyone will eat together in the lounge area at tables. Serving utensils, plastic/paper dinnerware will be provided in the kitchen.
* Please prepare food for the Evening Hosts as well, unless otherwise told directly by them.
* Once meals have been delivered, you are free to go, but you may stay around to visit if you would like!
* Save any receipts you would like reimbursement for. You can find a reimbursement form in the church office workroom, adjacent to Erin’s office.

**Meal Planning**

* Meal Preferences
* **Do not provide dessert unless you receive specific permission from the Family Promise Coordination Team.**
* KEEP THINGS SIMPLE! Remember, you are oftentimes cooking for young children. Cook meals that you would cook for a busy, midweek family dinner, NOT a meal you would prepare for a dinner party.
* Keep seasoning and flavors light and straightforward. If you have any sauces, dressings, marinades, etc. ***serve these on the side, in separate containers****.* For example, if you are serving baked chicken, serve the chicken relatively plain – only seasoned with salt/pepper – and any sauces on the side (BBQ, lemon-garlic, etc.)
* Please avoid casserole-style dishes. While these are fairly easy to prepare and generally appealing, oftentimes they are not enjoyed by kids and youth, especially if they don’t like certain ingredients that they cannot pick out.
* Meals like hamburgers, pizza, tacos, etc. are great ideas. These are simple, easy, and universally-enjoyed. These are some of the most requested meals by guests, and they are very easy to pair with a side salad and fruit.
* Small portions! These are often little kids, and we have very limited ways to store leftovers. We have snacks available if guests are still hungry, but every week, we end up having to throw a lot of food away.
* **Do not provide dessert unless you receive specific permission from the Family Promise Coordination Team.**