



Franklin County Community Meals Program
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A few helpful reminders about our Meal Sites for our Serving Groups

- Generally, it is good to have a volunteer group of 6 – 10 people serving at the meal-site.
- The meal you bring can be whatever you want it to be – you decide!
 - a variety of casseroles (ex: American Chop Suey; Shepherd's Pie; hot dogs; sandwiches)
 - salad (tossed greens, cole slaw, cold macaroni or potato salad)
 - vegetables
 - bread, rolls or muffins
 - dessert
 - beverages (2 gallons of milk, 2 gallons of juice)

We have made a greater focus on adding the availability of fresh fruits, vegetables, and whole grains to our meal program and on reducing the amount of saturated fats, trans fats, and sodium in our meals. Any efforts your group is able to use to aid us in achieving this goal will be greatly appreciated. (As you keep in mind that some guests may have food allergies, please list ingredients on casseroles that may contain fish or nuts, in particular.)

- Coffee is provided at the meal-site by our staff.
 - On an average, we have been feeding approximately:
 - Greenfield: 70 people at each meal
 - Turners: 50 people at each meal
 - Orange: 60 people at each meal.

Weather or timing of the meal (our numbers tend to be larger at the end of the month or when the weather is particularly bad) can sometimes affect our numbers of attendees.

- For planning purposes, a 9 x 13 pan will feed 12 – 15 people for a main dish, or can be cut into 24 pieces for dessert.
- Doors Open by 5 p.m. so our dinner guests can come early to have a cup of coffee and visit before the meal. Please be prepared to serve the meal at 5:30 p.m.
- We provide the paper plates.
 - *In GREENFIELD your group may decide to use real plates and take advantage of the commercial dish washer to clean them after the meal. (If opting to use real plates, your group should have one person dedicated to running the dishwasher and have a crew that could dry and put away the dishes.)*
 - *We provide silverware and paper napkins; again, utilizing the dishwasher to clean and sterilize the utensils.*

Things to know the day you serve:

- Volunteers should plan on arriving no later than 5 p.m.
- Tasks include preparing salads, buttering bread, cutting desserts and putting them on platters.
 - The site director will have the coffee made and the tables set.
- In order to adhere with ServSafe Regulations, the site director will check the temperature of hot dishes using the food thermometer prior to serving; safe temperatures are listed on the refrigerator.
- At 5:25, hot dishes will be brought out to the dining area. The site director will ask for announcements and a guest or volunteer will offer a blessing. Volunteers will serve ~ don't forget clean gloves! ~ with a volunteer available to serve beverages. Guests need to take a clean plate for second helpings.
- After diners and servers have eaten, we offer second helpings and sometimes distribute any remaining food in "to-go" containers. Desserts can either be passed around to tables or handed out at the serving table.
- Dinner is served from 5:30 – 6:00 p.m. We expect that serving groups should be able to finish cleaning up and head home by 6:30 p.m. at the latest.
- If real dishes were used for the meal, they should be run through the dishwasher along with the silverware, dried, and put away. Dishes or silverware used to eat and then washed by hand should soak in the disinfectant for one minute following rinsing.
- Reminder: Per the Board of Health:
 - Any volunteer or staff member touching food needs to wear gloves, whether in the kitchen or serving food to guests. Gloves need to be changed each time you change activities.
 - Guests should take a clean plate for second helpings.
- *As a safety precaution ... we know we have a wide variety of folks with a variety of backgrounds who eat with us. As vigilant as our staff members are, they can't always know if someone has left the parish hall and gone elsewhere in the building. For this reason, we ask that no child ever be allowed to go downstairs to the bathroom alone, whether they are part of a serving group or are guests at the meal.*

**You are wonderful to help feed those less fortunate in our community!
Enjoy the good company of a Community Meal, and thank you.**