



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!
 - one or two entrees including a variety of casseroles (ex: American Chop Suey; Shepherd's Pie; hot dogs; sandwiches)
 - salad (tossed greens, coleslaw, cold macaroni or potato salad)
 - vegetables
 - bread, rolls or muffins
 - dessert
 - beverages (3 gallons of milk, 3 gallons of juice)

We encourage the use of fresh fruits, vegetables, and whole grains and a reduction on the use of saturated fats, trans fats, and sodium when planning your menus. Please 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 feed approximately:
 - Greenfield: 70-80 people at each meal
 - Turners: 40-50 people at each meal
 - Orange: 50-60 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 at 5:00pm 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 5:30pm.
- We provide the paper plates.
 - *In GREENFIELD your group may decide to use metal silverware and take advantage of the commercial dish washer to clean them after the meal. (If opting to use metal silverware, 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 arrive no later than 5:00pm.
- Tasks include preparing salads, buttering bread, cutting desserts and putting them on platters.
 - The site coordinator will have the coffee made and the tables set.
- In order to adhere with ServSafe Regulations, the site coordinator will check the temperature of hot dishes using a food thermometer prior to serving; safe temperatures are listed on the refrigerator.
- At 5:30 hot dishes will be brought out to the dining area. The site coordinator 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 are handed out at the serving table.
- Dinner is served from 5:30 – 6:00pm. We expect that serving groups will be able to finish cleaning up by 6:30pm.
- If metal silverware is used for the meal, it should be run through the dishwasher along with serving utensils, dried, and put away. Silverware and serving utensils 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 use a clean plate for second helpings.
- *As a safety precaution , 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.**