

Lima Community Thanksgiving Dinner

Volunteer Information Sheet

We are excited about continuing the legacy of the Thanksgiving Dinner in Lima, Ohio. Even though the oversight team of the community dinner is transitioning, we are striving to provide Lima with a rich experience of food with others at a common table. The dinner table is a powerful image for the desires of Lima. At the dinner table, we discover the stories of our neighbors. When we sit at the table it becomes a place where we serve one another, receive from one another and visit one another. This is exactly what we desire for the Thanksgiving Dinner and for our community.

This year, volunteers will register for specific roles and specific shifts. This will help each of our volunteers and section leaders better prepare for their time of serving. The expectation for our volunteers is two-fold. Plan to register for an hour of service with the expectation that each of our volunteers would join our community at the dinner tables either before or after the committed volunteer shift. Please be ready to serve at your position at least 10 minutes prior to your shift.

In order to better place and prepare for our volunteers we are asking our volunteers to refrain from signing up large numbers of co-workers, groups, etc. Adults should register individually, except for spouses. You may add up to four additional participants if you plan to include family members, including a spouse and/or children currently under 18 years of age.

Attire is comfortable. You may wear jeans and tennis shoes. **Lightly Worn and Clean Donations** may be brought the day of the event. Items of particular need are toys for young kids, travel toiletry items, hats, coats, and gloves.

When arriving at the Civic Center, volunteers may **enter through the front doors** (facing Main Street) and should use the volunteer doors. Registration is at the volunteer table in the lobby. There is a separate, monitored room to hang your coats. Volunteers may **park in the parking garage** across from the Civic Center on Market Street.

Thank you for joining us at the Lima Community Thanksgiving Dinner.

Volunteer Role Descriptions

Thanksgiving Day Roles

Coffee Service involves 1) brewing fresh coffee 2) serving coffee in the serving line and serving people at their seats and 3) providing cream and sugar as needed.

Runner for Volunteer Check-In involves 1) hanging out around the volunteer check station 2) escorting new volunteers to their serving locations and 3) serving as a line of communication between the volunteer coordinator and section leaders.

Clean Food Trays involves 1) receiving food trays from people 2) emptying trash into trash receptacles 3) washing off trays at cleaning stations and 4) returning clean trays to food service line.

Table Service involves 1) removing unused food/trays from tables 2) emptying trash into trash receptacles 3) handing the trays to volunteers to Clean Food Trays and 4) assisting people with additional requests for food and drinks.

Clothing Room involves 1) warmly greeting people as they enter the clothing space 2) keeping clothing neatly folded and displayed 3) assisting people with finding specific sizes and 4) assisting people with bagging selected clothing.

Hygiene Table involves 1) bagging a variety of hygiene items and 2) handing bags of hygiene items to people as requested.

Non perishable Food Table involves 1) bagging a variety of non-perishable food and 2) handing bags of food to people as requested.

Counting Guests involves 1) sitting / standing at the front door with a 'clicker' and 2) counting each guest who enters through the main doors.

Drink Service involves 1) smiling and greeting people as they are served 2) keeping a full inventory of available drinks on the table for pick up and 3) utilizing a first in first out process for serving cold drinks.

Food Service involves 1) smiling and greeting people as they are served 2) serving people specific food items as they walk through the line 3) communicating to the Food Line Runner about food quantity and 4) assisting the kitchen when new trays of food are delivered.

Food Line Runner involves 1) assisting the Food Section Leader with communicating with the food line and 2) communicating to the kitchen when additional quantities of food are needed.

Dessert Table involves 1) smiling and greeting people as they are served 2) keeping a full inventory of slice pumpkin pie on the table and 3) communicating with the kitchen for any additional food quantities.

Greeters involves modeling hospitality by 1) standing at key traffic areas (including the main entry, civic center hallway, and dining room entry point) 2) smiling at people while offering a friendly greeting (“Hello,” “Happy Thanksgiving,” “It is good to see you today,” etc.) and 3) assisting with the needs of people as they arise.

Helping with handicapped / elderly involves 1) approaching the elderly and handicapped with a warm smile 2) offering assistance to retrieve food and 3) possibly assisting with their navigation of the clothing areas.

To Go Food Service involves 1) smiling and greeting people as they approach the line 2) serving people specific food items as they walk through the line 3) communicating to the Food Line Runner about food quantity and 4) assisting the kitchen when new quantities of food are delivered.

Trash Removal involves 1) continually checking all trash receptacles in the kitchen and dining areas 2) removing full trash bags from receptacles 3) inserting new trash bags and 4) taking full trash bags to the dumpster.

Food Runners involves 1) staying aware of quantity of food on serving line 2) delivering full trays of food to the serving line and 3) communicating with the kitchen about food needs.

Stove Top involves cooking beans and corn on the stove.

Mashed Potatoes involves 1) filling roasters with mashed potatoes 2) overseeing the cooking of mashed potatoes and 3) keeping a constant supply of mashed potatoes available and ready for the service line.

Washing Dishes involves 1) washing pots, pans, and utensils as needed and 2) drying pots, pans, and utensils.

Extra Kitchen Hands involves helping in the kitchen as needed.

Food Preparation might involve 1) unloading kitchen supplies 2) organizing the kitchen 3) preparing food for Thursday morning and 4) cleaning the kitchen.

