

Ways to Serve – Grace Klein Community

Sunday

Serve Time: 11am – 2:00pm

Set Up:

- Set out market beginning at 11am
- Everything in downstairs fridges, freezers and on tables brought upstairs and displayed neatly.
- Everything in upstairs fridge displayed as well.
- Table set up in front of the shelving.
- Make sure NOT to distribute from shelves, street friends section or special event freezers.
- One meat or cheese per family while supplies last.
- Children can gather chicken eggs and confirm chickens have water and food.
- Take pics of what is available and post in trade market what's app group.
- After sending pics, confirm on what's app group that we are open from noon - 2pm and encourage people to come
- Unlock the front door at noon. Make sure everyone signs clipboard as they enter office.
- Bag bread and donuts in plastic produce bags to help distribute quickly and easily.
- Goal is to give away 100% of market food.

Market Hosts

(Need minimum of 4 volunteers)

Always:

- Love one another
- Sign the clipboard neatly
- Take food to share with others

Cleanup required at 2pm:

- Take out trash
- Wipe down the tables in garage with soap and water
- Move all remaining food to garage fridges, freezers and downstairs tables
- Freeze the sealed bread
- Wash donut bins
- Clean all counters, tops of freezers and table with soap and water
- Fold extra table and lean against shelf out of the way
- Confirm all boxes are broken down and in recycling or stacked neatly with the section of flat boxes
- Verify any porch donations are moved to give and take room and packed tightly and neatly in the front holding row
- Sweep upstairs floors
- Sweep and mop garage floor
- Verify all doors to office are locked before leaving

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Weekly:

- Mow lawn
- Edge and weed eat yard
- Weed flower beds
- Good scrub to inside of box truck
- Clean chicken coop
- Switch out the fruit fly liquid traps
- Write thank you notes
- Donated boxes picked up
- Stir compost bins and add thin layer of leaves to top of compost bins

Every weekday morning:

- Garden beds weeded early in morning
- Freeze anything that makes sense to freeze to preserve
- Check dates on milk in fridges and rotate milk to freezers daily before milk expires
- Verify all non-perishable food is organized by category and packed tightly on shelves
- Sweep and Mop
- Clean driveway
- Verify all boxes are broken down and neatly in recycle bin
- Chickens fed and watered
- Give and Take Room sorted, items pulled boxed and labeled for special projects, floor swept
- Text five friends to come get food to share

Every weekday afternoon:

- Produce truck unloaded and donation count itemized
- Donations organized neatly on tables and in freezer and fridges
- Pictures taken and sent to market group
- Post closing time on WhatsApp group
- Ask 5 people to specifically preserve food
- Produce sorted and bad culled and boxed for compost pickup
- Check tables and fridges and remove any food that has gone bad, from prior days, and add to compost pile for farmers
- Make sure all compost is in neat pile in driveway for farmer of the day
Sorting buckets washed
- Garage floor swept and mopped
- Bathroom cleaned
- Kitchen cleaned
- Walk exterior and pick up any trash

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Specific Daily Duties

Monday

- Verify all donuts are bagged by 8/10 donuts per bag and the bags are sealed to keep fresh
- Get the donuts all distributed on Monday while they are fresh
- All donut bins are washed, dried and put away on special event freezer until needed on Friday
- Confirm all food from weekend donation pickups are moved from upstairs fridge and counters to downstairs and displayed neatly
- Clean all fridges
- Defrost and clean any empty upstairs freezers

Tuesday

- Mark out dates on bread and dessert donation and notate all counts
- Freeze all sealed bread
- Perforated bread - display nicely on downstairs table and add pics to market group
- Bag all cookies by category in labeled ziplock bags and freeze for street friends in corner freezer
- Wash all plastic containers. Recycle the plastic fruit containers with holes and save the ones that have no air holes for donated pastries and desserts.

Wednesday

- Verify tables are clean at end of day and space is available for Panera pickup
- Put all washed (no holes) plastic containers on table downstairs so ready for bread pickup volunteers

Thursday

- Take pics of bread load and post into trade market group ASAP
- Give away all bread and desserts while it is fresh
- Clean fridges

Friday

- Verify ALL food is given away and anything left is refrigerated or frozen (as appropriate)
- Send texts to 5 people asking them to come help distribute any remaining food
- Make sure everything upstairs and downstairs is wiped down with soap and water
- Floors need to be cleaned
- Fridges need to be consolidated so they have space ready for weekend donation pickups
- Donut containers must be dropped off to donor

Ways to Serve – Grace Klein Community

Serve from home:

- Preserve food
- Write a food box letter (email natalie@gracekleincommunity.com for more details)
- Promote Grace Klein Community on social media (Facebook, Instagram and Twitter)
- Ask for door prizes for upcoming events
- Event planning and promotion (email natalie@gracekleincommunity.com)

Food delivery week:

Wednesday

- Put up all donations received from food bank
- Clear main floor area for box building
- Verify kitchen is clean
- All floors swept

Thursday

- Tape 230 boxes from flat to ready to use
- Organize non-perishable food items to make sure stacked tightly and concisely so main floor of room is available for use

Friday

- 9-12 noon - boxes built with non-perishable food
- First 40 boxes loaded into truck for Metro CME
- Other 190 boxes need to be stacked neatly on back porch (if not raining)
- 1:30pm - remainder of boxes loaded into truck to go to Asbury; can go to Asbury to help unload

Saturday

- 6am - help load food in truck at GKC office
- 7am - help complete preparation of boxes with fresh produce, meat and bread at Asbury UMC
- 8am - pray for volunteers and help load cars as they head out to deliver
- 8:30am - delivery a route if you wish by emailing amaris@gracekleincommunity.com to sign up
- 10am - help bring any remaining items to office and return to proper place in office