

**Central Alabama Emmaus  
Community**

**Meal Service  
Manual**

**(Updated 4/2010)**

## Chair Person Duties

- 1. Purchase plates, cups and napkins for the Friday (Saturday) night meal. You will need 72 of each for women's walks and 64 of each for men's walks. Check with the Lay Director of the walk and see if they have a particular theme. Save your receipts for reimbursement. You will need to turn in a reimbursement form (included at the end) with your receipts to the Board Rep for Meal Service.**
- 2. Purchase colored plastic tablecloths for the Saturday (Sunday) meals. You will need 12 of these and they can be purchased at the Dollar Tree or some place like this. These are thrown away after the walk. Purchase plates, cups and napkins for the Saturday (Sunday) lunch meal. These need to be bold, bright colors. (Red, Blue, Green) You will need 72 of each for women's walks and 64 of each for men's walks.**
- 3. Call and ask for volunteers to come and serve (you and your co-chair will need to be at the camp the entire weekend.) You will need at least 4 people to help you set up Wednesday night after send-off. In addition to you and your co-chair, you will need at least 8 servers for each meal. You will serve 3 meals on Thursday (Friday), 3 meals on Friday (Saturday) and 2 meals on Saturday (Sunday).**
- 4. You will need extra help for the Friday (Saturday) night dinner set-up. Assign at least 2 people to hang lights (sometime Logistics will do this). You will need to have extra servers (at least 4) for this meal. Be sure to remind servers to wear black pants and a white shirt.**
- 5. Welcome anyone that wants to come and serve. If someone shows up to serve let them – turn no one away. It is important that everyone feels welcome. Be flexible. Show the love of Jesus to all. We are all here to be servants to the pilgrims.**
- 6. Read this manual prior to the walk and contact the Board Representative for Meal Service if you have any questions.**

## Wednesday (Thursday) Night

- 1. After send-off, logistics will come and put up the black cloth that divides the dining area from the work area. They will assist you in setting up the dining tables.**
- 2. You will have 5 tables on each of the outside rows and 6 in the center row for women's walks and 5 tables on each row for men's walks. You will need to check with an ALD to see how many pilgrims are assigned to each table and set chairs accordingly. (for women's walks, put a different colored chairs for the center table in the center row – this will help distinguish the tables as you are serving). You will also need a long table against the black cloth at the back of the dining area for drinks.**
- 3. Set up a table and 4 chairs behind the black cloth for the Speaker's Prayer Chapel meal table.**
- 4. Check with an ALD to see how many chairs will be needed at the head table.**
- 5. Get a weekend schedule and table list from an ALD. Post both on the wall near the serving table.**
- 6. Check with an ALD to see if there are any dietary restrictions for any of the pilgrims. Post this list on the wall and also share this information with the kitchen.**
- 7. Organize your supply boxes behind the black cloth. Put all like items together. Put all of the boxes for Friday (Saturday) night and Saturday (Sunday) near the stairs to get them out of your way.**
- 8. Double check to make sure that there are enough supplies for the weekend. You should have enough for 500 place settings (plates, cups, napkins, utensils)**
- 9. Unpack condiments and salt and pepper shakers and place on the salad bar (kept behind the black cloth)**

- 10. Make sure you have tea bags and hot chocolate packs available (mostly use these in cold weather).**
- 11. Unpack and wash Coffee Pots**
- 12. Unpack and wash pitchers and coffee decanters.**
- 13. Make sure 2 trash cans with liners are ready for the next day.**
- 14. Post your condiment list for easy reference.**
- 15. Post sign in sheet for workers.**
- 16. Put out the basket for servers payment for meals if Housing and Registration has not done this. If they are staying at the camp, they do not pay for their meals. If they are not staying at the camp, they are to put payment in the basket for their meals. (Do not pressure people to pay as some people cannot afford to pay – just have the basket available)**
- 17. Set up for Thursday (Friday) breakfast.**

#### **Thursday (Friday) Breakfast Set-up**

- No paper table cover on tables**
- White plates & packaged plastic utensils (turn plates upside down-this is only done setting up for breakfast)**
- Coffee cup & juice cup (place upside down-this is only done setting up for breakfast)**
- Set out condiments per condiment sheet**
- Cereal bowls and boxes of cereal in the center of each table (a set of each at either end and one in the middle of the head table)**
- Fill coffee pots with water and coffee (large urn for regular and**

**small for decaf). Place large urn on serving table in dining room and decaf one up on one side of the head table to be plugged in next morning**

- **Fill coffee pot marked “Hot Water” with water and place on other side of head table in dining room**
- **Get a large bowl from kitchen to be used for ice and place it on the serving table in back of dining room**
- **Assign someone to come down Thursday (Friday) morning and plug in coffee pots (90 minutes before breakfast)**

### **Thursday (Friday) Breakfast Service**

**Note: The Chairperson should not serve, but should refill pitchers, etc. and monitor needs in the dining hall. If you are short on servers, you will have to serve.**

- **Have all servers in place 30 minutes before breakfast. Remind servers that they are to use the back doors to enter and not the kitchen door or come down the stairs.**
- **Circle up and pray.**
- **Have all servers sign in on sheet.**
- **Assign servers to specific tables. (2 to the outside tables, 3 to the center tables (on women’s walks, and 2 to the center table on men’s walks), 2 to head table) Assign 1 per group to be the food server and 1 to be the drink server.**
- **Advise the servers of any dietary restrictions for any of the pilgrims**
- **Tell the servers what items will be served for that meal. Explain how we serve:**
  - **Food servers will come to the curtain and get 2 dishes of the same item from the person assigned to hand out the food. They will take 1 dish to the front end and one dish to the back end of their assigned table (will have 3 dishes for center table). They will repeat this until**

**all items for this meal have been distributed. Then (and only then) they may take bowls back to the curtain for refills. It is very important that only the person assigned to be a food server for a particular table handle the food for that table (this helps to keep confusion to a minimum).**

- **Be sure you have filled the carafes with coffee, both regular and decaf. Beverage servers will have water, juice and coffee to serve. There will be tea bags and hot chocolate available for those that request it. If a pilgrim requests milk, do not take the entire milk container to the table, pour them a glass of milk and take it to them. The food servers may assist the beverage servers after they have served the food.**

- **Tell the servers not to remove any dishes from the tables until after the pilgrims have left the dining hall.**

- **Get the large containers of juice from the kitchen and place on the back serving table in the dining hall.**

- **Fill 6 iced pitchers with juice, 4 with water**

- **Fill the large bowl with ice and bring the milk from the cooler here.**

- **Have all servers stand behind the black curtain until after the blessing**

- **After the prayer by the Lay Director, begin serving.**

- **After the pilgrims have been served and drink refills have been done, all servers go behind black cloth. (Chairperson and one other keep monitoring dining hall)**

- **After the pilgrims leave, all servers clear tables. Take the food back to the steam tables. Pour excess liquid from cups into a bucket. Do not put liquid in trash cans.**

- **The servers may all eat at this time and then set up for Thursday (Friday) lunch.**

- Take pitchers and coffee decanters to the dishwasher room
- Spot mop dining hall if needed.

### Thursday (Friday) Lunch

Note: remind servers that if they have a pilgrim, they are not to serve that table.

- Same set up as breakfast with the addition of white paper on tables (no cereal bowls and will serve tea instead of juice). Use big cups for drinks.
- Add construction paper table names on tables (should have some in the boxes or you can make some with paper from Agape).
- Check condiment list for needed condiments and place on tables.
- Bring large containers of tea from kitchen to back table. Fill up 6 clear pitchers with sweet tea and 4 amber (unclear) pitchers with unsweet tea and 4 pitchers with water.
- Have coffee available for requests.
- After pilgrims leave, clear tables (see Thursday {Friday} Breakfast).
- Servers may eat when tables are cleared.
- Set up for Thursday (Friday) dinner.
- Spot mop dining hall if needed.

### Thursday (Friday) Dinner

- Same as Lunch.
- Check for needed condiments and place on tables.
- Servers may eat after tables are cleared. Set up for Friday (Saturday) breakfast.

- **Set up coffee pots for the morning.**
- **Spot mop dining hall if needed.**

### **Friday (Saturday) Breakfast**

- **Same as Thursday (Friday) Breakfast with addition of non-packaged utensils and napkins. Put “The Lord Is My Rock” rocks on the tables for breakfast and lunch on men’s walks.**
- **Check for needed condiments**
- **Servers eat after clearing tables. Set up for Friday (Saturday) lunch.**
- **Spot mop dining hall if needed.**

### **Friday (Saturday) Lunch**

- **Same as Friday (Saturday) Breakfast (tea instead of juice).**
- **Servers eat after clearing tables. Set up for Friday (Saturday) dinner.**
- **Spot mop dining hall if needed.**

### **Friday (Saturday) Dinner Set-up**

**REMINDER: KEEP IT SIMPLE-decorations go only on the tables. There is a lot of food and agape so leave room for all of this.**

- **Have at least 2 people hanging lights. Sometime logistics will do this.**
- **Use linen table cloths and hurricane lamps with candles (you will need to buy the candles to go with your color theme).**
- **Set tables with cups, silverware and napkins. The plates for dinner will be fixed in the kitchen and will be ordered ahead of time.**
- **Decorate the tables with the theme of the walk or however you want to.**

- **Hang black cloth on back windows to block light (logistics might do this).**
- **Logistics will set up for entertainment. (microphone etc.)**
- **Locate cummerbunds and bow ties and have available for the servers.**

### **Friday (Saturday) Night Dinner**

- **Make sure all servers have cummerbunds and bow ties and have on black bottoms and white tops.**
- **Have all servers sign sheet.**
- **The food will be taken out on the plates that have been fixed in the kitchen. Each person will take 2 plates at a time to the tables that they are assigned to until all at their tables have been served. The salads will already be on the tables.**
- **Check with kitchen to see if desert will be placed on tables or served later.**
- **There will be a lot of additional servers. Make sure that everyone has an opportunity to serve. You may need to assign 1 person per beverage per table or two people per table of pilgrims, etc. Be sure to that only 1 person is in charge of food for each table and only that person gets refills as they are needed. It can get really confusing if everyone tries to do this job.**
- **After the pilgrims have left the dining hall, clear tables, take down decorations and lights. Box up the hurricane globes and candle holders.**
- **Servers may eat then and set up for Saturday (Sunday) breakfast.**
- **Set up coffee pots for in the morning.**
- **Spot mop floor if needed.**

### **Saturday (Sunday) Breakfast Set up**

- Same set up as Friday (Saturday) breakfast but use colorful table cloths instead of paper.
- Use wooden rainbow table names
- Put colorful metal roosters out on tables.
- Check for needed condiments

### **Saturday (Sunday) Breakfast**

- Have servers wear rainbow aprons or cummerbunds.
- You will have a lot of extra servers – make sure everyone has an opportunity to serve.
- After the pilgrims have left the dining hall, clear tables.
- Servers may eat now and then set up for Saturday (Sunday) lunch.
- Spot mop dining hall.

### **Saturday (Sunday) Lunch**

- Same as Saturday (Sunday) breakfast but use colorful plates, (these need to be plastic and not divided) cups and napkins. These need to be sturdy plates and will be fixed in the kitchen and taken out after the pilgrims are seated.
- After the pilgrims have left the dining hall, clear the tables.
- Servers may eat now and then stay to pack up.

### **Pack-Up and Inventory**

- All items need to be packed up and the inventory (sheet attached) needs to be done.

- **Give needed items list to Bebe in the kitchen for ordering.**
- **Thoroughly mop dining hall.**



# Central Alabama Emmaus Community Reimbursement Request

Walk #: \_\_\_\_\_ Work Area: \_\_\_\_\_

**Please attach receipts to this reimbursement request**

**Please sign the reimbursement request**

**Please send to the Board Representative for the specific Work Area**

**Amount of reimbursement: \$ \_\_\_\_\_**

**Person to be  
reimbursed: \_\_\_\_\_**

**Address to mail  
reimbursement: \_\_\_\_\_**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Board Rep  
Signature: \_\_\_\_\_**

**Board Rep....Please mail or email reimbursement requests, along with the  
receipts, to the Community Treasurer.**

**Linda T. Brewer Email: [lindatbrewer@charter.net](mailto:lindatbrewer@charter.net)  
2253 Mt. Vernon Court  
Auburn, Alabama 36830**

<b>EMMAUS MEAL SERVICE INVENTORY</b>				
<b>WALK #:</b> _____		<b>DATE:</b> _____		
		<b>MINIMUM REQUIRED AMOUNT</b>	<b>ON HAND</b>	<b>AMOUNT NEEDED TO ORDER</b>
<b>DESCRIPTION</b>	<b>UNIT</b>			
Paper Towels	Rolls	12		
White Paper	Rolls	2		
Large Plates - 10"	Each	750		
Small Plates - 6"	Each	750		
Lg. Foam Cups - 12 oz.	Each	750		
Sm. Foam Cups - 8 oz.	Each	750		
16 oz. Cold Cups	Each	750		
Foam Cereal Bowls	Each	750		
Napkins (White)	Each	1000		
Silverware (White) Kits	Packs	300		
White Knives	Each	500		
White Forks	Each	500		
White Spoons	Each	500		
Clear Knives	Each	250		
Clear Forks	Each	250		
Clear Spoons	Each	250		
9 oz. Clear Cups	Each	0		
Creamer	Packs	500		
Sweet-n-low	Packs	500		
Splenda	Packs	500		
Equal	Packs	500		
Sugar	Packs	500		
Salt Shakers	Each	15		
Pepper Shakers	Each	15		
Coffee (Reg) 14 oz.	Packs	20		
Coffee (Decaf)	Packs	20		
Jelly	Packs	200		
Syrup	Packs	200		
Sugar Free Syrup	Packs	100		
Mustard	Packs	150		
Mayonnaise	Packs	150		
Tea Bags (Indiv.)	Packs	50		
Cereal (Mixed)	Box	100		
Crackers	Box	2		
Thousand Isl. Dressing	Packs	100		

<b>Ranch Dressing</b>	<b>Packs</b>	<b>100</b>		
<b>Italian Dressing</b>	<b>Packs</b>	<b>100</b>		
<b>Fat Free Ranch Dressing</b>	<b>Packs</b>	<b>100</b>		
<b>Italian Lite Dressing</b>	<b>Packs</b>	<b>100</b>		
<b>Honey Dijon Mustard</b>	<b>Packs</b>	<b>100</b>		