

Harvest Table Guidelines for Serving

Because of safety concerns, children under 14 years old will not be allowed in the kitchen during meal preparation or serving time. They are welcome to participate in the activities in the children's area, and with adult supervision, assist where needed outside of the kitchen area.

1. The meal is served with cafeteria-type blue trays, glasses, and silverware all located in the cupboard next to the freezer. Coffee cups will be found in the island cupboards. Count the trays to keep track of how many guests were served. Wrap the silverware (knife, fork, spoon) in a napkin. Set the trays and silverware on or near the serving window.
2. 8 glasses and 4 cups should be placed on each table. Salt/pepper, cream/sugar containers are also to be placed on the tables.
3. Desserts can be placed on the dessert table located next to the serving window. The bread will be found in the walk in cooler. The bread to be used for the meal can be cut and buttered and placed on plastic serving trays. The rest of the bags of bread will be given to the guests by the Harvest Table staff to take home. Save the empty bread bags to be used for leftovers.
4. All food for the meal should be served from the kitchen serving window and the dessert table. Servers need to wear the plastic gloves and aprons that are provided. Servers will place the meal on each guest's tray.
5. Coffee, water, and milk will be served. The milk will be in plastic gallon jugs and can be served directly from the jugs. Fill 6-8 pitchers with water and refrigerate until serving time. Water pitchers may be refilled as needed. Make 1 ½ gallons of regular and 1 ½ gallons of decaffeinated coffee that is provided. Instructions are found on the coffee makers. All drinks will be served to the guests at their table. Coffee and water can be served during the social time before the meal. Milk will be served at 5:30pm with their meal.
6. If you have enough members, half of the serving group can be serving the meal and pouring drinks while the other half can eat their meal with the guests. Then the groups can switch duties. Seconds of the meal are allowed if extra food is available after everyone has eaten. Harvest Table staff will announce when it is time for seconds.
7. Any leftover food from the meal may be sent home with the guests. The provided take-out boxes or Cool-Whip type containers may be used.
8. On the last Monday of each month, grocery bags of non-perishable food items will be given to the guests. These bags will be prepared and distributed by the Harvest Table staff. The serving group may donate non-perishable items if they wish.
9. Gentlemen from Teen Challenge will assist with the dishwasher. There is also a garbage disposal in the sink by the dishwasher. Used towels, dish clothes, and aprons can be placed in the hamper by the washer and dryer in the kitchen.
10. Please take garbage and recycle to the dumpsters in the alley. The serving group will be asked to assist putting tables and chairs away after the meal.

A Harvest Table staff member will be available to answer questions and to assist the servers. If you have questions before your serving date, you may call Vonda Kirkham, Harvest Table coordinator at 605-692-4345.

We thank your group for volunteering to serve. Your generosity is greatly appreciated!

