

Flossmoor Community Church

Sunday Night PADS Site Meal Team Information Packet

Thank you for your your service to our PADS guests!



South
Suburban
PADS

We are grateful for your generous commitment to this important ministry. This information packet should assist you in planning for your PADS date. You will receive additional information closer to your date, but if you have any questions or need additional information, please do not hesitate to contact us.

FCC PADS Food Team Coordinators

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Instructions for Breakfast/Lunch Providers

Basic Responsibilities:

- You will receive an email early in the week to give you the shopping list. Purchase food items to provide sack lunches and breakfast for 32 men. (List of usual supplies needed is on pg. 3. Often we have leftovers and the full list is not needed.)
- When shopping, please be sure to take the tax exempt letter (pg. 4) with you.
- Drop off all items in the Fellowship Hall kitchen prior to 7 p.m. Sunday evening. You can drop off from 9-5 Mon-Thurs, 9-1 Friday, Sunday mornings, or Sunday evening between 6 - 7 p.m.
- When you drop off, please leave the checklist (pg. 3) taped to the door of the refrigerator.
- All items needing to be kept cool should be left on the left side of the refrigerator. Pantry items can be placed in the bins marked "PADS" that are in pantry or kitchen. ALL items needed to be marked "PADS Lunch/Breakfast" and the date.

Helpful Information:

- You are NOT responsible for making the sack lunches. The overnight volunteer crews will prepare all lunches.
- Because many of our guests have poor dental health, we request fruit for lunches be soft and easy to chew. (i.e. oranges, grapes, bananas, etc.)

Instructions for Dinner Teams

Basic Responsibilities:

- Purchase food items to provide dinner for 32 men, which equals at least 45 servings. You may not need to provide a dessert, as we usually receive donations weekly from a church member.
- When shopping, please be sure to take the tax exempt letter (pg. 4) with you.
- Prepare or purchase the meal (done off-site) ... please know our guests appreciate hearty meals!
- Food teams may arrive beginning at 6 p.m. Ovens are available for you to keep food warm until served. Please enter through covered stairway off back parking lot.
- Before using all surfaces where food is placed, sanitize before use. The site should have spray bottles with sanitizing fluid available for use.
- Those who handle food must wear hair nets, aprons and gloves (provided if needed) when handling and serving food.
- Guests begin arriving at 6 p.m. and your team needs to be ready to serve between 6:30 - 7 pm. Everyone is served first helpings before they may come back for seconds. New plates must be used for seconds.
- Prepare plates of food for late guests. Check with the site manager for specific number of plates to make (usually 4).
- During PADS Season, all the bathrooms in Fellowship Hall are used by the men. If women need to use a bathroom, please ask Aaron (site manager) to take you to women's bathroom.
- You are asked to clean the kitchen following the meal. Cleaning instructions are on the wall, and supplies are in bin next to sink. Teams are usually done by 8 p.m.

Helpful Information:

- PADS provides all plates, bowls and flatware.
- Coffee, Tea & Cocoa are provided by PADS and left out for guests all evening.
- You will receive an email early in the week before your Sunday to advise you of changes to these amounts. We often have leftover milk, juice and bread to use so you may need to purchase less than is listed.
- A dinner crew usually consists of 5 - 10 people, be sure to bring enough help.
- If you have any questions on site, please do not hesitate to ask the PADS Manager, Aaron LaBreck.
- There is not adequate storage for leftovers so when the meal is over, please take EVERYTHING with you including leftovers and condiments.
- Dessert is usually donated by a church member and consist of cakes and/or pastries. Cakes should stand at room temperature for one hour before serving, and not left out longer than three hours. Pastries should be refrigerated until served and not left out for more than one hour.

Breakfast & Lunch Checklist

Donation provided by _____

Breakfast Items

- ___ Milk (2 gallons)
- ___ Orange Juice (2 gallons)
- ___ Eggs (6 dozen)
- ___ Bread for toast (4 loaves) wheat
- ___ Cereal (4 large boxes of dry cereal and 3 lbs. quick cooking grits)
- ___ Sweet rolls, coffeecake, donuts or muffins (3 dozen)
- ___ Tub of Soft Margarine (1 large)

Lunch Items

- ___ Bread for Sandwiches (8 loaves) white
- ___ Lunch Meat (5 pounds) - no bologna please
- ___ Sliced Cheese (4 pounds)
- ___ Fresh Fruit - soft (32 pieces)
- ___ Cookies/Snack Cakes (32 pieces)
- ___ Chips (either 32 individual bags, or 2 large/family size bags)

You will receive an email early in the week before your Sunday to advise you of changes to these amounts. We often have leftover milk, juice and bread to use so you may need to purchase less than is listed.

Please take this list to the site when you drop off your items and post on the refrigerator.
At FCC, we ask that PADS contributions be placed on the left side of the fridge.

Thank you for your ministry to our PADS guests!

Illinois Sales Tax Exemption Certificate

SOUTH SUBURBAN PADS

414 W LINCOLN HWY
CHICAGO HEIGHTS IL 60411-2445

Sales Tax Exemption Certificate

Issue date:
02/18/2016
Expiration date:
03/01/2021

Sales Tax Exemption (E99648628)

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

