

## Jubilee Breakfast Ministry Volunteer Information

Thank you for volunteering to help in this breakfast ministry, a shared project of Zion's "Liberty Bell" UCC and St. John's UCC churches in center city Allentown, with support and volunteers from First Presbyterian Church, Allentown, other churches and the community. Although we are in a downtown church, those who are homeless come from all over the Lehigh Valley, so it is appropriate that this ministry is supported by the wider community. We appreciate your help!

We have been serving about 60 people each day (Thursdays, Fridays and Saturdays). About half come from one of the overnight shelters. Others are among the working poor who live in and around center city Allentown. As you can imagine, they are very appreciative of this ministry. Please read through this information before your volunteer breakfast shift. NOTE - breakfast volunteers must be over age 18. Please do not bring children with you when you volunteer. Wednesday Volunteers, please call the church office for more information.

### I. BYO Apron and Cap

Health regulations require anyone handling food to wear clean clothing as well as a clean apron and a cap or hairnet. We have a few aprons for those who don't have one, but if you can wear your own clean apron it would help. We also have hairnets. Most people prefer to bring a cap!

### II. Parking

This year, thanks to Gross McGinley LLC, our volunteers may park in their lot at 33 S. Seventh Street while volunteering for breakfast. The gated lot entrance is on the north side of their building. As you pull up to the gate you will see a numeric key pad. The passcode is 5880#\* NOTE: for best results do not try to enter this code quickly. As you press each key you will hear a tone. If you hear two tones when you press a single key it has registered twice and will not open the gate. Wait a few seconds and re-enter the numbers and symbols. When the gate lifts, park at the far end of the lot (east) so you will be close to the Church Street alley. Walk up the alley to the side door of Zion's Church.

The parking lot passcode is valid only on Thursday, Friday and Saturday from 5:30 a.m. - 8:00 a.m. You may park in the lot until 9:00 a.m. on the day you volunteer. We appreciate Gross McGinley allowing our volunteers to use their lot for this ministry. Please exit the lot by 9:00 a.m.

If you plan to be in the downtown after 9:00 a.m. you should park either at a meter or in the Parking Authority Deck:

- 1. Meters:** At this early morning hour, street parking often is available on Hamilton Street in front of the church and on 6<sup>th</sup> Street. The meters are not active until 8 a.m. You either can run to feed the meter just before 8, or, if you have the Mobile-Now app, just copy the meter number and then use the app at 7:59 a.m. to pay for the time needed.
- 2. Parking Authority Deck:** The new Community Deck on Sixth and Walnut Streets is about 100 yards from the church. Use the Walnut Street entrance to the lot, just east of Sixth Street. See: <http://www.allentownparking.com/parking/lots-decks/>

After parking, exit on the Sixth Street side and you will see the blue awnings of Keenan House. To the left of Keenan House you'll see the Maple Street alley. Follow Maple Street ½ block to the back of Zion's church, then turn right to walk up the Church Street alley. Halfway up the block you'll see the side entrance to the church building as indicated in section III. Note: when leaving the deck, unless you use a credit card to enter, you should pay *before* you drive your car to the exit, using one of the pay machines.

### **III. Please arrive by or before 6:30 a.m.**

The church address is 620 W. Hamilton Street. Come to the side door entrance to the church (on Church Street alley, between Hamilton and Walnut). The door should be unlocked by 6:15 a.m. If locked, press the silver intercom button. When the buzzer sounds, go downstairs to the kitchen.

1. There is a **coat rack** at the bottom of the stairs through the double doors on the left. We do not have facilities to lock up personal items, so please leave valuables at home or locked in your car.

#### **2. Sign In & Out**

**Everyone:** Please include all of the contact information on the sheet the **first** time you sign in; thereafter sign in with your name only. Be sure to **sign out** every time you volunteer. We are documenting this to report volunteer hours to those who give us grants.

**First time volunteers:** (a) please review the Volunteer Food Safety document, preferably prior to arrival. Much of it is common sense, but you may be surprised at some of the information; and, (b) read the Civil Rights information sheet in the kitchen and sign on reverse side to indicate you have read it. This is required by Second Harvest Food Bank.

3. You'll be given an **assignment sheet** that explains your primary task for the breakfast. Feel free to ask questions. There always is a "Person in Charge" trained by the Health Bureau to ensure proper procedure is followed for food preparation. Also, remember to clean up as you go!

4. If anyone drops off donated food during your shift, please thank them and have them sign the donation log form on the counter top.

#### **Daily Checklist:**

- Wear clean clothes and a clean apron.
- Wear a cap or hairnet.
- Wash hands between tasks.
- Wear gloves when handling or serving prepared food.
- Clean as you go, and pitch in to help with clean up.

**And remember:** if you are ill, you shouldn't come in. The people we are serving are particularly susceptible to illness. We'll miss you, but we'd rather not expose our guests (or other volunteers) to your germs! **Thank you for your service!**