

SAMPLE DISMAS MEAL ROUTINES (TORONTO DISMAS)

January 2020

Pre-Dismas Shopping

Costco- sheet cake (\$19.99)

Walmart- Chinet plates, cutlery, Styrofoam cups (as needed)

Grocery store- 2 bags ice
2 ice cream (1 vanilla, 1 chocolate)
8 cans fruit punch
1 lite each of milk and cream
Other groceries, as determined by planning team

*Save and sign receipts; give to either Ron, Sue or Doug who will reimburse you by cheque at Dismas

Dismas Set up- 3pm

- Set up tables- 5 on each side (10 total), 1 for beverages, 1 for Garbage/Recycling, 2 for serving the dinner
- Arrange 8-10 chairs around each table
- Go to the supply cupboard and bring the following to the dining area:
 - Cutlery (in individual containers; replenish from supply shelves), Chinet plates (large and small), serviettes, cups for hot and cold beverages, bowls (as applicable)
 - Bins with salt/pepper, sugar/sweetener and tea, decorations (plastic tablecloths) if applicable
- From the supply cupboard, bring the following to the kitchen:
 - 2 coffee urns (coffee/hot water), 2 large containers for juice and water
 - Fill them up
 - Using a cart to move them, set them up on a side table in the dining area and plug in coffee and hot water
 - Set up a table for Garbage/Recycling at the back with blue bag, bucket (liquids) and dishpan (with soapy water) for used cutlery; before dinner bring out green bin and position beside the table
- In dining room:
 - 2 people needed to cut and set out table cloths for each table
 - One salt/pepper per table
 - Put out sugar, sweetener, tea bags, milk, cream
- In the kitchen:
 - Someone will be in charge of the kitchen operations (Knights, Mike D etc.)
 - Assist them as needed by finding volunteers to peel potatoes, cook vegetables, cut and butter buns (leave half unbuttered), other tasks as required

General:

- Mark will put out blank nametags and pens in front hall
- Assist volunteers as food arrives by helping to move carts to kitchen
- Keep the momentum going so that dinner begins at 5:30pm
- Ensure that there is someone to do the welcome, say grace

- Remind attendees to follow recycling/green bin/garbage rules
- Arrange for a volunteer to bring out the Costco cake (birthdays, special occasions)
- Clean-up begins at 6:30pm so that the program can begin at 7:00
- Tables are cleaned and wiped off, tablecloths folded and stacked and tables returned to the sides;
- Garbage is taken out to the bins just outside the west door of the dining area
- Dishes are washed and put away; counter cleaned, floor swept, supplies returned to the supply cupboard
- Note supplies needing to be replenished; decide who will shop for the next Dismas
- Eldon does the St. Leonard's checklist at the end of the evening

*Harry, Ron, Sue and Mike W have keys to the front door and supply cupboard; Harry will make more as required