

Sunday Brunch Coordinator Manual (updated August 12, 2013)

Before brunch:

1. The person responsible for seeing that the main dish is provided should be punctual, arriving at the House of Sufism no later than 1:30 pm, and should not cancel without arranging for a replacement.
2. Please try to keep the menu healthy (meaning no excessively fatty, oily, caloric, or sugary foods) and simple (meaning that it can be cooked in under an hour). Try to have a protein item (meat, tofu, seitan, etc.), a grain (rice, bread, pasta, etc.), and a vegetable item every week.
3. Make enough food to feed 40-50 people (31 friends and 11 volunteers), and avoid foods with nuts or nut products (because of potential allergies).
4. Try to keep the cost of the groceries under \$50 each week.
5. Tell the person updating of the weekly menu what the the main course will be at least one week in advance.
6. Complete shopping by the Saturday immediately before the Sunday on which the brunch in question will take place. In addition to the main dish, you will need to purchase:
 - 1 gallon of 2% milk for cereal
 - 40 oranges, pears, bananas or other soft fruits.
 - dessert to serve 40 (birthday cake when appropriate)
 - a box of cereal
 - 18 eggs
 - ½ pint of fat free half and half milk (note: if we refrigerate the half and half each week, a half pint can last two weeks).
 - salad and dressing

During Brunch:

1. Arrive at the residence by 2:00 pm. Ring the buzzer for “Case Manager” to get inside the building.
2. Have a few volunteers carry our storage bins down from the closet on the 3rd floor. There are three bins; number one contains: mugs, cooking utensils, tin foil, gloves, and Tupperware; number two contains non-perishable food (salt, pepper, oil, etc.), frying pans, and serving platters; number three contains: eating utensils, plastic cups and bowls, plates, and napkins. The key to the closet is stored in the blue basket underneath the staircase on the street level of the Khaniqah. Make sure that the supplies in our supply boxes are clean before using anything.
3. Make sure that everyone preparing or serving food washes their hands and puts on gloves. Gloves should be replaced whenever they get dirty, whenever the person is starting a new task, and when food is being served.
4. Set up cereal, milk, spoons and bowls on one end of the counter and juice and napkins, coffee cups, plastic cups, half and half, sugar, salt and pepper, and fruit on the other end.
5. Start the coffee. The coffee maker is in the closet with the bins. Use 8 tablespoons of coffee for a full pot of water. When the coffee is ready, tell someone to ask our friends how they like their coffee and take the cup to where he/she sits.
6. Have someone ask our friends if they want eggs and how they'd like them cooked, and then have this person cook the eggs to order.
7. Delegate responsibilities to prepare the food you chose for the menu. We try to serve the food all at the same time, by 2:20 p.m.
8. Once all the food is ready, take it out to the serving counter. Make sure everyone puts on fresh gloves, and then say who should serve what. Coffee, juice and other drinks should be served by volunteers.
9. At 2:20 p.m., the volunteers should line up on one side of the buffet table behind one of the

trays of food and serve our friends as they walk on the other side of the table. After everyone has been served, all volunteers should also eat and interact with our friends.

10. If there are enough people serving, ask some volunteers to take notes and pictures at each brunch.
11. Try to clean while people are eating. Keep an eye out for dirty dishes and trash, and immediately take them to the kitchen to be washed or thrown out. Also keep an eye out for latecomers who need to be served food. One volunteer should always be ready to serve when someone new comes in.
12. Make sure the oven and stove tops are turned off. At no time should napkins or towels be on the oven.
13. One designated volunteer should draft an email immediately after brunch to be sent to Mohammad reporting on the meal. Another designated volunteer should take stock of the food, condiments, and other supplies to make a grocery list for the next week.
14. On Monday, send an e-mail to all volunteers thanking them for their service.

After Brunch:

1. After the volunteers have had a chance to eat and socialize with our friends, start the clean up process (usually around 3:00). Have someone collect dishes from the dining room, and have two people washing dishes in the kitchen. Once the dishes are washed, make sure to dry them carefully and fully before putting them away to avoid mold. The buffet table also needs to be wiped down.
2. Make sure all of our prep items are stored properly in the bins and locked in the storage closet upstairs.
3. Make sure the coffee maker is properly cleaned.
4. Make sure all of our prep items are stored properly in the bins and locked in the storage closet upstairs.
5. Make sure the oven is off during service, especially when we leave the building.
6. Make sure the storage closet is closed at all times.

Condiments and other supplies (keep an eye on the supply level of these items):

Ketchup
Salt and Pepper
Hot Sauce
Coffee
Tea
Sugar
Creamer
Paper Towels
Cleaning Spray
Napkins
Cooking Oil
Butter

Supplies (you will find these in our storage boxes):

3 skillets
1 large stew pot
3 spatulas
2 oven trays

4 serving trays w/lids
2 serving spoons
2 serving tongs
Oven Mitts
Knives
3 Cutting Boards
cups
mugs
plates
plastic silverware
First Aid Kit

Emergencies, Rules, and Other Logistics:

1. If there is a fight, accident, or health emergency, call 911. For all other issues, this is the order in which we should contact people for help:
 1. Staff on duty
 2. Walter Higgs (house manager) – button 31c
 3. James Hill (case manager) – 781-273-9476 (answering service for all properties)
 4. Scottie Wait – 617-892-9201
2. Do not take photos of the people we serve
3. Observe and respect the privacy of our friends (do not share phone numbers and other personal information). You may provide the House of Sufism's phone number.
4. We cannot honor individual requests for items.
5. Any inappropriate behavior or comments should be dealt with immediately and respectfully. If you feel uncomfortable in any situation, please talk to Mohammad or Finette immediately.
6. No hugging or shaking hands with our friends for food safety reasons.
7. Make sure the storage closet is closed at all times.
8. No more than four people should be working in the kitchen at any one time.