

## Volunteer Guide for Our Daily Bread

Please accept our sincere thanks for your willingness to serve. Without you, we would be unable to provide this critical service to the Athens community. We invite you to use this guide as a tool to make the volunteer experience fulfilling and effective. If you have any questions about the recommendations listed below or are interested in getting a date for your group to serve at Our Daily Bread, please feel free to contact ODB Program Manager Lora Smothers at 706-559-4426 or [lsmothers@downtownministries.org](mailto:lsmothers@downtownministries.org). For questions specific to serving in the kitchen (e.g. what foods have been served recently, how many people to expect, etc), please contact our Kitchen Manager. Thanks again for your spirit service and we look forward to continued partnership!

### COVID-Era Operations

In the past, volunteers have prepared meals and served them to our guests cafeteria-style in the dining hall at First Baptist Church (355 Pulaski Street Athens GA 30601). However amidst the COVID-19 health crisis, Our Daily Bread has shifted to serving to-go meals curbside at First Baptist in order to ensure the safety of our guests and volunteers. This has allowed us to continue serving nutritious meals without hosting large gatherings and increasing the spread of COVID-19. Volunteers groups who are preparing meals are welcome to do so in the kitchen at First Baptist or off-site at a location of your choice.

We are employing two types of volunteers to execute this plan:

1. Volunteer groups who purchase groceries and prepare meals on a monthly basis
2. Individual volunteers who assist our Kitchen Manager with curbside distribution of meals on a weekly basis

If you are part of a volunteer group preparing a meal, please arrive promptly at 10:00 a.m to allow time for cooking and packaging food in to-go boxes. If you are delivering food prepared at an off-site location, please arrive at 11:30 am to set up food and have it ready to serve by 12:00 pm. Once the volunteer group has completed the meal preparation and cleaned the kitchen, your service for the day is complete.

If you are an individual volunteer helping with distribution, please arrive promptly at 11:30 to assist with set up. At 12:00 pm our ODB staff and individual volunteers will take over distribution of meals. This same team will be in charge of packing up and cleaning the service area and storing leftover food once meal service ends at 1:00 p.m.

### Safety

We ask that you comply with the following guidelines to make the volunteer experience safe for you and others. Strict adherence to these requirements is of particular importance in the COVID-19 era.

- All volunteers must sign the COVID-19 volunteer waiver
- Face masks, gloves, and hairnets/caps are mandatory for all volunteers the entire time you are at our facility. These items will all be provided at the kitchen if you do not have your own.
- Please wear long pants, close-toes shoes, and minimal jewelry if at all possible.
- Practice social distancing as much as possible while on site.
- Please use the hand sanitizing stations that are available

- Only those who can confirm the following will be permitted to serve:
  - I am above the age of 17 and below the age of 70.
  - I am not experiencing any symptoms of illness such as a fever, cough, or shortness of breath.
  - I have not traveled internationally in the past 14 days
  - I do not believe that I have been exposed to a person with a confirmed or suspected case of COVID-19
  - I have not been diagnosed with COVID-19 and not yet cleared as non-contagious by state or local public health authorities
  - I am following recommended guidelines as much as possible - practicing social distancing by participating in group activities of fewer than 10, trying to maintain separation of six feet from others, and otherwise limiting my exposure to the coronavirus.

### **Service Tips**

- Please call at least a week in advance if your group, for any reason, will not be able to serve on your scheduled date. This will ensure that we have adequate time to prepare or find a replacement. If you cancel with less than one week's notice, please consider helping to compensate for the cost of the meal to which your group committed; we are unlikely to find a replacement and will then have to bear the unexpected cost of that meal.
- Average guest numbers range from 100 to 150. We recommend calling a few days before your commitment date to ask about the recent level of attendance.
- It is helpful to call and ask what foods have been recently served, so a variety of meals are made available to guests
- Many of our guests eat diets that are laden with carbohydrates; we appreciate any efforts to incorporate fresh fruits and vegetables, or rinsing canned food with water to remove excess sodium. If possible, serving whole wheat bread is appreciated.
- In cold weather, guests really enjoy casseroles, soup, stews- any warm, hearty meal. Lighter meals, such as sandwiches, salads with meat are great in warm months.
- Downtown Ministries will provide to-go boxes and utensils to accompany the meal.

### **Meal Suggestions**

IMPORTANT: In addition to providing an entree and side items, we also ask that, if possible, you provide bottled water for our guests to facilitate our to-go service.

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| <ul style="list-style-type: none"> <li>● Lasagna</li> <li>● Meat and three: Any meat item with vegetables on the side</li> <li>● Pasta or tuna salad</li> <li>● Chicken salad</li> <li>● Tomato sandwiches</li> <li>● Navy, pinto, kidney beans with onions</li> <li>● Breakfast for lunch: eggs; bacon, sausage or ham; grits; toast or biscuits</li> <li>● Chicken and rice casserole</li> <li>● Chicken pot pie</li> <li>● Fried chicken</li> <li>● Hamburgers and french fries</li> <li>● Chef salad (green salad, egg, meat, fresh veggies)</li> </ul> | <ul style="list-style-type: none"> <li>● Grilled cheese (with or without meat)</li> <li>● Beef or venison stew</li> <li>● Vegetable soup</li> <li>● Fresh fruit (cantaloupe, tangerines, grapes, strawberries, bananas- apples are difficult for many of our guests to eat because of dental problems)</li> <li>● Mashed potatoes/gravy</li> <li>● Dressing</li> <li>● Sloppy Joes (served with slaw or potato salad and chips)</li> <li>● Barbecue of any kind</li> </ul> |
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