

# Soup Kitchen Policy

## **FOR ALL NEW VOLUNTEERS**

All Volunteers and board members participating in the Soup Kitchen activities will need to go through an orientations program which will include signing and receiving a copy of:

1. The Covenant Agreement
2. The Hold Harmless Agreement
3. Donations policy to individuals

Other recommended or required reading maybe addressed as well.

## **COOKS, CAPTAINS, AND SERVERS**

Cooks and captains should read the four articles on food safety found on the website under Volunteers, Food Safety. <http://www.wildwoodsoupkitchen.com/>

It is strongly recommended that servers also read these important articles.

If you do not have access to a computer, these printed articles are in a notebook in the soup kitchen.

There is a notebook with copies that may be signed out.

**Policy on Giving Out Food** – see Policy section located in the blue notebook in the soup kitchen.

**Policy on Donations** - see Policy section located in the blue notebook in the soup kitchen.

## **DRIVERS**

In addition to other required agreements, drivers must also sign and receive a copy of the Special Policy on Drivers.

## **BOARD MEMBERS**

In addition to other required agreements, board members of the Wildwood Soup Kitchen need to receive a copy of the By-laws, and this Policy. Any board member not able to attend a board meeting must notify the President ahead of time in order to assure a quorum will be present. Responsibilities – Not limited to policies, staffing, health and safety issues, food/equipment inventory and procurement, financial matters and problem resolution.

**CHECK SIGNATURE** – All checks must be signed by one of the 3 following people: Treasurer, Soup Kitchen Manager or Assistant Soup Kitchen Manager. Non-recurring expenses or purchases above \$500. require Board approval. No approval is needed for recurring expenses..

**Any donations received by First Presbyterian Church (FPC) and intended for the Wildwood Soup Kitchen (WSK) will be given to the WSK treasurer. If a donation check is made payable to FPC it will be endorsed and made payable to WSK.**

## **COMMITTEES - LEADERS AND DESCRIPTIONS**

### **SOUP KITCHEN MANAGER**

Manager shall be responsible for overseeing all aspects of the daily operations of the Soup Kitchen, establishing consistent policy. Manager shall oversee the following five areas:

#### **1. Assistant Soup Kitchen Manager**

The Assistant Soup Kitchen Manager will assist the Soup Kitchen Manager as requested.

#### **2. Cooks, Captains and Servers**

Cooks and captains are responsible for training servers.

#### **3.. Drivers**

Leaders are responsible for training and coordinating the driving routes with drivers and substitute drivers. Leaders will be the contacts for persons wishing to be a recipient of food on one of the routes, and will determine if the person qualifies for meals. They will maintain lists of the recipients and make changes as necessary. Drivers are responsible for getting subs for themselves from the sub list. Any driver unable to secure a sub should call one of the leaders. See special policy on drivers.

#### **4. Purchasing, Food and Equipment Inventory and Procurement**

Committee to work with sales reps from Sysco and Florida Foods to ensure best price is obtained for products we purchase. Ensure inventory of staples is maintained within the confines of the budget. Work with Volunteer Coordinator to obtain any needed drivers to pick up products from food banks or other sources of food supplies, and find volunteers to shelve food once it's delivered. Leader pays or arranges for payment to vendors requesting payment on delivery.

#### **5. Volunteer Coordinator**

Coordinator will be the contact person for new people wanting to volunteer. He/She will help find placement for volunteers in the following areas: cooking, serving, driving, driving to food banks, stocking shelves, providing a truck for pickup or delivery of food items, or other miscellaneous duties. Manage initial orientation of all volunteers by ensuring the Covenant and Hold Harmless and any other needed agreements are signed, policies are read and understood. Encourage new kitchen volunteers to read the safe food handling guidelines found in the blue Soup Kitchen notebook. Maintain the database on current and inactive volunteers. Keep records of all signed agreements for current volunteers.

### **EMERGENCY RESPONSE TEAM**

Team shall coordinate efforts for hurricane or disaster relief. They shall also be the contacts for any Red Cross and/or Salvation Army relief efforts. See the special ERT procedure document.

### **PUBLICITY**

Committee will include editors of *The Soup Kitchenette* and others who will communicate with the local media and area churches as needed. Committee will coordinate related issues of website and database volunteers, networking/speakers and advertising and will report directly to the Recording Secretary.

### **FUND RAISING**

Committee will work with community or individuals to generate income and sources. The Committee will also work closely with the annual *Seeds of Hope* campaign. This committee will report directly to the Treasurer.

### **FACILITY AND CHURCH SESSION MEMBER LIAISON**

Liaison will relating pertinent information that needs to be exchanged between FPC and the WSK. Liaison will coordinate efforts between the Soup Kitchen and The Church as pertains to physical changes in the facilities of fellowship hall either permanent or temporary.

## **HISTORY AND ARCHIVES**

Articles and photos and a history of the Wildwood Soup Kitchen will be maintained and kept in a notebook in the kitchen and/or on the website.

## **POLICY ON FOOD AND MONETARY DONATIONS**

- The cook or captain of the day is to receive any canned good or gifts and enter the information in the Log I Notebook.
- The Corresponding Secretary shall acknowledge these gifts with a thank you note on an at-least monthly basis. Monetary contributions of \$100 or more will prompt a timely thank you letter to the individual(s) or business(s) from the Corresponding Secretary upon receiving the information from the Treasurer. Business patrons who contribute \$500 or more shall receive a Certificate of Appreciation signed by the President. Ongoing contributions may not have a thank you sent for each donation unless desired by the contributor, however, annual statements reflecting all contributions will be sent out to regular donors in January for their tax records. If there is a monetary donation made “in memory of”, the Treasurer will note it in the Log 2 notebook and give the information to the Corresponding Secretary, who will write a note to the family.

**Revised May 2010**