

# Souper Supper Handbook

revised December 2016

# **Introduction:**

## **Souper Supper Purpose and History**

Souper Supper began in 1997 when Margie Hill organized a group of ladies from various faith organizations with the mission to serve hot meals to those who need them. Meals are prepared by volunteer "Head Soupers" and their crews of 4-8 people. Crews are made up of friends, neighbors, civic or religious groups, and students. Souper Supper is a non-denominational 501(c)3 organization.



All food comes from donations in the form of food or money; donations are made by businesses, clubs, groups and individuals.

Souper Supper has no paid staff, no office and spends no money on fundraising.

The organization uses the church hall at St. Charles Catholic Church in Hailey to store, prepare, and serve food.

Meals are served on Mondays and Thursdays at 5:30 except Thanksgiving and Christmas, Memorial Day and other holidays, depending on the calendar.

No one wanting a free meal is asked about his/her name or status or faith. Everyone is welcome. Some of our patrons are older people who like the company at a Souper Supper meal, and some are younger people who need the assistance of a free meal.

For more information, contact one of the members of the steering committee – see list on other side of this page.



## SOUPER SUPPER DINING ROOM

### Steering Committee

December 2016

Joan Anderson – Co-coordinator of steering committee  
726-3574            P.O. Box 121, Sun Valley

Ragna Caron – Food coordination and storage  
788-4262

Lynn Flickinger – Co-coordinator of steering committee  
726-5227            P.O. Box 374, Sun Valley

Irene Healy  
788-4807            P.O. Box 205, Hailey

Sandy Koenig  
P.O. Box 486, Ketchum

Dora Levin – Treasurer  
726-7441            P.O. Box 4197, Ketchum  
FAX 726-3903

Tara Martin – Scheduling  
726-5453            P.O. Box 710, Sun Valley  
FAX 726-7871

Arleane Merrick  
788-1226            P.O. Box 821, Ketchum

Carol Van Bramer  
P.O. Box 1932, Sun Valley

**Welcome, if you are a new Team Leader or “ Head Souper”**

Thank you for participating in this very important service to our  
community!

Here are some steps you should follow to prepare for your Supper.

- Select and organize your team of volunteers.

Your team must have at least one trained adult. Clarify each person's job with respect to food preparation, serving the plated meals, clearing the tables, cleaning up the hall, etc. You will find it difficult to serve a meal with fewer than four on your team, or more than eight.

See the Head Souper Checklist for details.

- Plan your meal and the foods needed.

\*The meal could include an entrée, a vegetable and/or a salad, fruit or dessert and beverages, including coffee. Recipe suggestions can be found here:  
<http://www.soupersupper.org/>

\*See the Meal Report forms near the coffee maker and telephone in the hall to find out how many meals have been served on previous Mondays and Thursdays in order to get an idea how many people to expect. However, your team should be ready for inexplicably lower or higher numbers of people.

\*You may use items from the Souper Supper pantries and freezers, or purchase your own food. The two pantries are down the stairs at the rear of the kitchen. The freezer is in the closet at the top of the entry stairs. Wrapped servings of butter may be found in the kitchen refrigerator or in the freezer. There may be some milk or other dairy products you can use in the refrigerator. Check the dates.

\*If you wish to be reimbursed for foods you purchased, please send the receipt with your name, address and telephone number written on it to our treasurer, Dora Levin, P.O. Box 4197, Ketchum ID 83343.

**\*\* TO GET INTO THE PARISH HALL:** The front entry is secured by a regular lock and the key is kept in a "lock-box" which can be opened with a code #. Use the same code # to return the key to the lock box with your thumb on the latch until the key is inside and the faceplate of the box is in place.

The code will be changed periodically, and all Head Soupers will be notified by email when that happens. If you do not have the current code, please call a Steering Committee member.

## BE SURE TO RETURN THE KEY TO THE LOCK BOX.

- As you plan your meal, think about how to serve it. Plates must be made up in the kitchen, and guests do not serve themselves. If a buffet-type meal is planned, each item must be served onto a guest's plate by a Souper volunteer.
- Arrive at the hall by 4:30 on the day of your dinner. Keep track of the location of the key and the lockbox faceplate. You could lock the key back in the box after unlocking the door.
- Count the plates as you serve meals to keep an accurate count of the number of meals served.
- Be aware that we have to follow rules from the Idaho Department of Health when preparing and serving meals, and during cleanup. See the Head Souper Checklist included in the Handbook.
- There are extra copies of the Checklist which you may write on in a plastic folder near the phone and behind the coffee pot
- Remind your volunteers to wash their hands and/or use food service gloves.
- Remind your volunteers also that second helpings must be brought to guests on a clean plate.
- See the following page, **ATTENTION ALL SOUPER SUPPER WORKERS** for information about Idaho Health Dept. regulations we have to follow. Be sure your team workers are aware of the regulations.

### **Important Scheduling Information**

If you are unable to prepare a meal on your scheduled night, please arrange to trade with another Head Souper AND let the Souper Supper Scheduler know about it. She is Tara Martin, at 720-3046 or 726-5453. In an emergency, call any member of the Steering Committee.

If you can't trade with an experienced Head Souper, ask one of your experienced adult volunteers to assume the job of Head Souper. Be sure that your substitute has a copy of this Handbook, including the Head Souper Checklist.

**~Thanks for your hard work and generosity!**

# Idaho Health Dept. regulations require us to be careful about the following things:

\*\*\*\*\*

1. Wash hands thoroughly with soap and water, in the bathroom, before working in the kitchen.
2. Wipe tables (including children's high chairs), the cooking island and serving countertops **before** and **after** meals with pre-packaged Clorox wipes (under the small sink), or clean cloth and a solution of 1/8 cup conc. bleach per gal. of water.

\*\*\*\*\*

3. We must keep hot foods hot and cold foods cold.

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4. Use color-coded cutting boards according to this plan:

Red boards for meats only

Yellow boards for poultry only

White cutting boards are for fruit, vegetables and bread

\*\*\*\*\*

5. Wear gloves or use tongs when handling food to be served.
  6. Do not let our guests serve themselves or handle any food, please.
  7. Children under the age of 12 are not allowed in the kitchen while food is being served.
- \*\*\*\*\*
8. All dishes and cutlery must be washed in the dishwasher, and the dishwasher needs to be pre-heated by running for 2 cycles.
  9. Do not wash plates and cutlery by hand.

**Let dishes air dry without wiping them. This is a Health Dept. requirement. They dry quickly since they are very hot!**

## Team Leader or “Head Souper” Checklist

- ☐ Turn on lights and/or fans, as needed. For these areas, find switches in these locations:  
For entry area: bottom of steps, on right plus halfway up steps, on right  
For main hall: top of steps, around wall to right, and at top of stairs, on left  
For hallway and stairs behind the kitchen: near the bathrooms on the right  
For kitchen: switch near each door.  
See the list for fans, posted near the telephone in the kitchen.
- ☐ You will not have access to the thermostat, but if it is a hot afternoon, you can open the windows.  
You can also use the dining room wall exhaust fan (switch is opposite the door to ladies' bathroom).
- ☐ Outside the front door: Please allow for 3 handicap parking spaces just outside the door, and use the blue traffic cones to mark them. Our handicapped patrons appreciate it.
- ☐ \*\*Turn on the dishwasher to preheat. Read the instructions above the dishwasher.
- ☐ Be sure that all your workers have washed their hands.
- ☐ Wipe the hall tables, the kitchen island, and counters with disinfectant or “Clorox” wipes.  
  
Paper napkins, takeout containers, paper towels, and other Souper Supplies are on shelves on the lower landing of the back stairs. Beverage mixes are on the Souper Super Food Storage shelves on the first landing. Coffee filters and coffee are above the small sink in the kitchen.
- ☐ Set each table with 5 or 6 settings. Include paper napkins, knives, forks, spoons as needed, plus salt and pepper, glasses for beverages  
*\*You may choose to set up a drinks table near the kitchen and serve beverages to guests from there.*  
  
*Explain to your team how you plan to serve beverages.  
Please do not allow guests to serve themselves.*
- ☐ Prepare cold drinks in pitchers, with ice if possible to keep the drinks cold (except in the milk).  
There might be milk in the kitchen refrigerator for you to use – check the date on it.
- ☐ Prepare coffee in the small coffee maker.

☐ Clarify with your team **when** food will be served: will your team leave the doors unlocked and allow diners enter as early as 5:00, or only at 5:30? Will meals be served only between 5:30 and 6:30, or start before 5:30?

Be sure all team members understand your plans. Be sure there is still food available for diners who arrive later, perhaps as late as 6:15.

☐ Put out the Souper Supper flag when your team is ready to serve.

☐ **Remember that plates are to be made up in the kitchen, and guests do not serve themselves ----- Bread or rolls included – all go onto the guest's plate.**

☐ If a buffet-type meal is planned, each item must be served onto a guest's plate by a volunteer.

☐ Second helpings, if there is enough food, must be brought to guests on clean plates.

☐ **Please do not allow any takeout dinners before 6:15, and before all the guests seated in the hall have been served. Remember that some guests are unable to arrive before 6:00.**

**Guests should finish their own meal before obtaining a take-out meal.  
If there is plenty of extra food, Head Soupers can allow multiple takeouts after 6:15.**

☐ Used plates are to be scraped into the garbage barrel at the left end of the sink. (The garbage disposal will deal with some food scraps, but not all.) Dishes should be rinsed with the sink sprayer before being loaded into the dishwasher. (Be sure the washer is pre-heated and has run 2 cycles so the water is hot enough to meet Dept. of Health requirements!)

☐ **Air dry dishes, glasses and cutlery– don't wipe them dry. This is a Dept. of Health regulation. Things come out of the dishwasher very hot and will dry fast.**

After the meal has been served and dishes washed, check these:

☐ Turn off stove burners, the ovens, and also turn off, empty and rinse the coffee maker.

☐ Turn off the dishwasher, by following instructions on the washer and on wall near the washer about switch settings for draining the dishwasher.

☐ Wipe all tables, the kitchen island, counters with Clorox wipes or a bleach/water solution (1/4 cup per gallon water). Please be sure to wipe down highchairs thoroughly with Clorox wipes.

☐ Put the chairs upside-down on the tables, please, after the tables have been wiped.

☐ **Sweep the entire floor**, including the front and back stairs.  
There is no need to mop unless there has been a spill.



☐ Check restrooms for cleanliness, remove/replace trash bags, and turn off those lights.

☐ Consolidate trash from restrooms, kitchen and hall into one big, heavy duty bag unless there is wet food/garbage in some bags. Carry the trash to the dumpster outdoors behind the church hall.

☐ Put new liners in the trash barrels, as needed. (Large liners are under the sink.)

☐ Complete the Meal Report form near the phone in the kitchen.

☐ Important: **Call the next Head Souper** to report on number of guests served, type of meal served and share any information about leftover food which could be used for the next meal. This call is an important step, please don't skip it.

**If you leave food in the kitchen refrigerator or freezer for another Souper Supper, label it "Souper Supper", plus the date and "Save for ....." , or it will be discarded.**

☐ Bring in the flag.

**\*\*Be sure you have a teammate with you as you complete the checkout steps, so that you aren't left alone in the building or out on the steps, especially after dark.\*\***

☐ Make sure all freezer and refrigerator doors are tightly closed.

☐ Make sure that the back door near the downstairs pantry is tightly closed and that the outdoor light is out.

☐ Turn off all lights and fans.

☐ Return the blue traffic cones to the bottom of the stairs, near the lift chair.

☐ Be sure the front door is locked, and the key is in the lock box.

(Please double-check that the left side of the entry door is latched at top and at the bottom.)

**~Thanks!**

MEAL REPORT  
SOUPER SUPPER DINING ROOM

Date of dinner \_\_\_\_\_ Name of organization: \_\_\_\_\_

Name of Head Souper or Team Leader \_\_\_\_\_

Number of meals served to **guests in dining room:** \_\_\_\_\_

Number of seconds served to **guests in dining room:** \_\_\_\_\_

Number of takeouts : \_\_\_\_\_

Number of crew served (if applicable) : \_\_\_\_\_

Menu served:

Entrée: \_\_\_\_\_

Side dishes: \_\_\_\_\_

Vegetables: \_\_\_\_\_

Salad: \_\_\_\_\_

Bread: \_\_\_\_\_

Beverages: \_\_\_\_\_

Dessert: \_\_\_\_\_

Team members:

\_\_\_\_\_

\_\_\_\_\_

Problems? Comments?

\_\_\_\_\_

\_\_\_\_\_

*(use other side, if needed)*

Signature of Head Souper \_\_\_\_\_

•Did you call next Head Souper to report on numbers served, your menu, etc.? \_\_\_\_\_