

VENDOR LUNCH PREP & DELIVERY

INSTRUCTIONS & PROCEDURES

Your job is to assemble and deliver lunches that have been ordered by craft vendors in the both buildings.

Aprons are provided for each volunteer. Please wear an apron and nametag while you are on duty.

Hygiene: Please tie up your hair and wash your hands before beginning your shift and be aware of hygiene issues as you are working.

Lunch orders will be brought down by a volunteer from the Blue Building. Each bag will have the vendor's name and room number, along with their sandwich and drink request. It's a half-page sheet for Saturday or a quarter page for Sunday (see examples on clipboard).

Each bag gets a sandwich (Turkey, Squash & Havarti, or Chicken Salad) and/or Couscous Salad or Bistro Rice Salad, and an orange. **If they ordered and paid for a drink** (or two) they should have circled a choice of water, Coke, Diet Coke, or Sprite. If you need help finding things, the Starbucks volunteers staffing the kitchen can assist you. **If we have a good supply of baked goods we can add a cookie otherwise a small candy treat can be added to bag.**

Remember a utensil (fork) for each salad packed, and a napkin.

Sandwiches are being picked up at Ken's Market each day between 10:30 and 11am by a volunteer. They will bring them to the kitchen and will need your help to unload. They have cell phone numbers to get in touch with the building supervisor. Keep your eye on the back door to the kitchen between 10:45 and 11:15 to facilitate the delivery, since they'll probably have to double park.

When you have finished filling bags, deliver them to the vendors. They will be happy to see you!

You may find that it's more convenient to put the sacks in a box: and it's definitely good to work in pairs. The vendors have been asked to indicate their product to help you find them.

Community Hall is the room adjacent to the kitchen you're preparing in.
Dragon Room past the steps on the same floor.

Rooms 1, 2, and 3 are on the main floor of the Blue Building.

Rooms 5, 6, and 7 are all the way upstairs of the Blue Building.

The Red and Blue rooms are on the parking lot level, but you may need to go up to the main floor and come back down.

**THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT OF THE PNA IS MUCH APPRECIATED!!!**