

2011 SINAI CAFE Volunteer Guide



Dear Volunteer,

Thank you so much for your support in staffing the Sinai Café!

YOUR DUTIES:

- | | |
|-----------------------------------|--------------------------|
| 1. SETTING UP | 4. ORDERING PIZZA |
| 2. MAKING COFFEE/HOT COCOA | 5. CLEANING UP |
| 3. RUNNING THE CAFÉ | |

1. SETTING UP

A. Arrival

You should arrive between 9:15 & 9:30 to begin setting up. The building will be open at 8:30 and you may arrive anytime after that.

The café should be open by 9:50.

B. Cash Box

The cash box can be picked up from the Religious School office. Either Stephanie or Josh can get it for you.

The cash box is supplied with \$50 start up.

1 - \$10, 2 - \$5, 20 - \$1; 40 - \$.25

The box should be returned to the Religious School office at the end of the day.

C. Location

Typically, the café is held in the south pod. On occasions when the room is being used, there will be tables set up across from the front doors (near the library).

D. Table preparation

Tablecloths: Tablecloths are not required but can be used if desired. There are both plastic and cloth tablecloths, however, cloth ones will need to be laundered and returned. (1 or 2 rectangular tables for café + 1 table for coffee/toaster).

Plates, cups, etc.: Take from the blue tubs in the kitchen, get the following items & place on the tables:

Small plates
Napkins
Forks
Spoons

Knives
Cold cups
Hot cups

E. Price List, Sponsor & Volunteer Sign up

When you pick up the cash box, you may also get a sign for this week's sponsor if one has signed up.

The Sinai Café sign up is now available on Google Docs at https://docs.google.com/spreadsheets/ccc?key=0Ak6jJ3nN7p2cdERtLVJJSE5zS2N5NkR0YXVUSnVMc1E&hl=en_US Please encourage parents and others to check out the availability and to sign up!

There should be one or two copies of the price list in the cash box. These are updated periodically to include fruit in season, but are basically the same all year. Occasionally, there are foods not listed on the price list, but should have a price listed on at least one of them. There are "tent cards" in the cash box that you can place near these items on the table.

F. Food

There should be bags of bagels & groceries on the counter near the microwave. These are things that can be sold at the café.

Bagels – place in a large bowl. They should be pre-sliced. There are mostly plain, but a few blueberry, everything, and other varieties are often included. A toaster is kept in the small pantry on the top shelf. Please place this on a table near an outlet and the coffee maker.

"Shmear" – in the fridge on the café shelf (it is labeled), there is also jelly, cream cheese, Nutella, and occasionally chocolate spread. Put these on the table and include a knife or spoon with them. Cream cheese and margarine, if sticks/blocks, may be placed on a separate plate with a couple of knives. For cream cheese packets, please have students take 1 packet per bagel. They may take NO MORE than two per bagel bought. Extra non-refrigerated items (jelly, Nutella, etc.) can be found in the small pantry on the black shelving unit in the box labeled Religious School.

Yogurt/juice boxes/milk – get a large bowl & fill it with ice. Leave the yogurt and juice sitting on the ice to keep it cold. The cream cheese can be left here during quiet moments to keep it cold.

Juice/Soda – There are usually several varieties of juice in the small refrigerator. Any that are not labeled for other occasions can be used. There are also 24 oz sodas in the refrigerator. These should only be sold to adults and teenagers. You

may want to leave them in the refrigerator and only take them out as the pizza arrives.

Fresh fruit – this can be placed in a bowl or basket.

On occasion, other food will be purchased (i.e. if trail mix is on sale, or fruit smoothies are marked down). These items will either be in the small refrigerator on the Sinai café shelf or they will be in the grocery bags.

Some items can be left in their containers, put in bowls, or baskets. All serving pieces used from the kitchen will need to be washed and put back at the end of the day.

2. MAKING COFFEE/HOT COCOA

We have just purchased a Kuerig single serve coffee maker (Fall 2011). K-cups or pods are kept in the Educators office along with the cash box.

The coffee maker should be placed on a table close to an outlet. We are currently working to have an outlet placed closer to the café tables, but for now, outlets are near the doors. Leave a pitcher or two of water next to the coffee maker (there is a side piece that lifts up & can be filled with water). Plug in & turn on the machine.

The K-cups come in many different varieties including coffee, tea, and hot chocolate. Some items can be made over ice. An empty cup may also be placed underneath for hot water as well. Each K-cup is \$1.00. For regular flavor, choose the largest cup size under the on button. Smaller cup sizes are for espresso and other varieties.

Non-dairy creamer, sugar, and sugar substitute are usually available in the kitchen and should be put out on the table.

****Be sure to empty the coffee maker so that the last K-cup is not inside.****

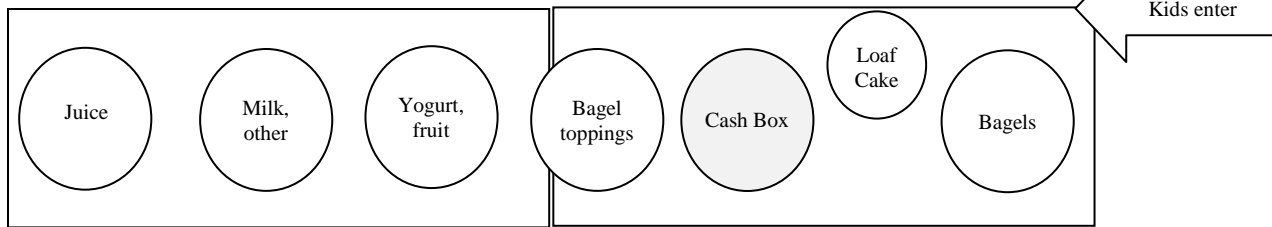
3. RUNNING THE CAFÉ

The hard part has already been completed. All you need to do during the morning is to sit behind the table, smile, chat with the students and adults, and sell the food. You may occasionally need to get some more supplies (coffee, cream cheese, plates, etc.) from the kitchen.

Open café: Sell to students from 9:50-9:58.
Students are to be in class by 10:00. They can buy from the café between Hebrew and Religious School. Just before 10, be sure to send the students back to their classrooms. Teachers will dismiss students from the class during their break to come to the café. Students will come in spurts.

Coffee
maker,
toaster,
cups, sugar,
cream

Table Layout: It works best to have the cash box in the middle of the table laid out as follows:



It is best to keep the bagel toppings toward the end as it will take time for the students to “dress” their bagels. With it toward the end, students can go through the line much quicker.

Close café: The café should stay open until 12:45. After 12:45, you may wish to discount the pizza to sell what is left. All food items should be bagged and stored in the small refrigerator on the shelves marked “Sinai Café.” These items **SHOULD NOT** be discounted or given away.

4. ORDERING PIZZA

Between 10:45 and 11:00, order pizzas from Papa John’s at 351-7272. (The number is in the cash box.) Order 4 cheese pizzas to be delivered at 12:15. If they ask for a phone number, give them 352-8654. Pizzas are \$6 each, it is \$1.85 for delivery, and then add \$1.00 per pizza for tip. ($\$24 + \$1.85 + \$4.00 = \mathbf{\$29.85}$) Use cash from the cash box to pay for the pizza.

If you find many people interested in pizza during the morning, you may wish to increase the order. Some days 4 is too many, while others it is too few.

5. CLEANING UP

All leftover bagels and other food should be stored. All food should be packed in Ziploc bags, the refrigerator, or plastic tubs. The small fridge has a shelf specifically for the café. There is also a plastic tub in the small pantry marked religious school for food.

- Food put away
 - Bagels – Ziploc bags – refrigerator (café shelf)
 - Milk, juice, yogurt, fruit, loaf cake – refrigerator (café shelf)
 - Crackers, trail mix, granola bars, etc. – plastic tub in small pantry
- Tablecloths, if used, should be wiped and put away or taken home to be laundered
- Coffee:
 - Maker should be left on the counter to the right of the small refrigerator
 - Water reservoir should be emptied
 - **K-CUPS REMOVED FROM MACHINE**
- Platters, bowls wiped and put away
- Kitchen wiped down
- Pizza boxes thrown away

- Cash box returned to the Religious School office

ANY QUESTIONS, CALL THE RELIGIOUS SCHOOL OFFICE at 352-8654

THANK YOU AGAIN FOR SUPPORTING OUR RELIGIOUS SCHOOL!