



FOCUS

CHURCHES OF ALBANY

Delmar Reformed
Emmanuel Baptist
First Church in Albany
First Presbyterian
Trinity United Methodist
Westminster Presbyterian

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BREAKFAST PROGRAMS VOLUNTEER HANDBOOK



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WELCOME!

We are pleased to have you volunteer in this very important work. Our year of breakfast service is split into 2 seasons:

Breakfast Express

Breakfast Express (May-October) is a cold breakfast (cereal, toast, fruit, and coffee).

GUESTS: Breakfast is open from 7:30-8:30 AM

VOLUNTEERS: Please arrive at 7:00, stay until 8:45.

Winter Breakfast

Winter Breakfast (November-April) offers hot and cold breakfast (eggs, sausage, oatmeal, grits, and more cold items).

GUESTS: Breakfast is open from 7-9 am

VOLUNTEERS: Please arrive at 6:30, stay until 9:15.

DIRECTIONS AND PARKING

The program is located at 85 Chestnut St. You may park in the Westminster Church lot only if you display a “FOCUS Volunteer” tag on your dashboard. These can be obtained from Judy, Chaz, or Belinda. Ring the doorbell at 85 Chestnut and someone will come let you in! :)

SUBSTITUTES

If you are not available to come in on a day you’re signed up for, please let the volunteer coordinator know as soon as you can. If you can take the initiative to find a replacement, this would help—keep (volunteer coordinator) informed of the arrangement.

Because...

WE
ERE
ALL
IN
THIS
TO
GET
HER

We're all in this together.

Who or what is **FOCUS ?**

FOCUS Churches of Albany is a non-profit coalition of faith groups. Founded in the 1960's to help neighbors in need, FOCUS has expanded over the years to include the Interfaith Food Pantry, Winter Breakfast, Breakfast Express, School Supply Project, Community Harvest Garden, and other programs that benefit low-income people in the city of Albany.

Seven covenant churches (Delmar Reformed, Emmanuel Baptist, First Church in Albany, First Israel AME, First Presbyterian, Trinity United Methodist, and Westminster Presbyterian) form the backbone of FOCUS, supplemented by affiliate faith communities (Congregation Beth Emeth, First Unitarian Society, New Covenant Presbyterian, and St. Andrew's Episcopal) and faith partners (First United Methodist of Delmar and First Lutheran of Albany). We also have supporters and volunteers from throughout the Capital Region and beyond.

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HOLIDAYS

FOCUS breakfast programs remain open on federal holidays that coincide with the schedule. If a holiday falls on your work day, you are not expected to volunteer. Make-shift crews will be covering that day.

HAVING BREAKFAST

All volunteers are welcome to take time to eat breakfast while at the church. We ask that no food be taken out of the church unless cleared with the Breakfast Coordinator directly. Volunteers must leave the building at the end of the program.

- WINTER BREAKFAST MENU -

Tuesdays	Wednesdays	Thursdays
Cheese Omelets Sausage Oatmeal	Scrambled Eggs Corned Beef Hash Grits	Fried Eggs Hamburger Patties Grits
Self Serve items include coffee, cold cereal, toast, and an assortment of fruit, etc. A bag lunch to-go.		

- BREAKFAST EXPRESS MENU -

Tuesdays & Wednesdays
Cereal, Hardboiled Egg, Juice, Fruit and Yoghurt Self Serve Items: Coffee, toast, oatmeal (individual serving packets), baked goods (when available). A bag lunch to-go.

Roles & Responsibilities

COOKS (Winter Breakfast; 2 per day): Prepare hot meal and side dishes (oatmeal/grits, meat). Cleans Griddle.

DISHWASHER (1 per day): Loads and empties dishwasher, runs disposal, helps wash pots. Must receive “dishwashing 101” training prior to use.

SERVERS (3 per day): Take hot meal orders from guests, serve hot meals, remind guests to bus their dishes when finished, encourage guests to move to side chairs after meal in order to free up table for those who haven’t eaten yet.

COFFEE MAKER (1 per day): Makes continuous pots of coffee, replenishes pots in the dining room when needed. Brings clean dishes/silverware out to fellowship hall.

LUNCHMAKERS Make sandwiches and prepare lunch bags with assorted items, according to the direction of the Food Manager, Becca Leet. Guests may take ONE lunch per person and are asked to sign the lunch list. Guests may not take lunches for others who are not present.

FLOATERS Keep side tables clean, refill items on serving tables, clean up spills, wrap utensils, and other tasks as assigned by the Breakfast Coordinator.

CLEANUP We ask everyone to pitch in! Kitchen cleaning, reconfiguring the hall as needed, and breaking down boxes.

SUBSTITUTES Volunteers who are not on the regular schedule but who can fill-in from time to time.

DRIVERS Volunteers who do food pickup at the Regional Food Bank or Siena College and deliver to the church.

- Floor spills should be mopped up immediately.
- Serving utensils should be kept in the pot or tray, not outside it. This is a health regulation.
- Any food that is self-served and not in its original container (bread, butter, milk, etc.) must be disposed of at the end of the morning. Food that has been cooked but not served can be covered and placed in refrigerator. If you don’t know whether an item can be saved, please ask the Breakfast Coordinator or Food Manager.
- The island across from the refrigerators is designated for FOCUS foods. Please make sure items are securely closed before putting them away. Certain foods have specific storage rules—please ask the Food Manager for details.
- Kitchen workers: please check the warming oven and remove any extra plates before you leave.
- Please encourage guests to use utensils, not their hands, to serve themselves.
- If you would like to donate items (food or non-perishables) they must be approved by the Breakfast Coordinator in advance. It is against health regulations to serve home-prepared foods to guests. Commercially prepared foods are fine.
- Volunteers are asked to call in and stay home whenever ailing with contagious symptoms: fever, cough, sore throat, digestive problems, etc.

HEALTH & SAFETY INFORMATION



Please read carefully!

- Cooks and lunch makers **MUST** wear hats or hairnets. If you do not have a hat to wear, ask Becca for a stylish FOCUS ball cap. If raw eggs or meat are used, they must be on the lowest shelf of the refrigerator
- Anyone touching ready-to-eat foods, such as bread, lunch meat, etc. **MUST** wear disposable gloves.
- Servers and floaters do not need to wear gloves. Please do **NOT** wear gloves (except rubber) when cleaning, washing down tables, etc.
- Tables should be cleaned regularly, such as when a guest leaves or there is a spill. Cleaning cloths should be kept in the hot cleaning solution when not in use, and the solution should be changed when cool/dirty. We use two cleaning solutions. Use one solution of dish soap and water to clean up spills and a second solution of bleach and water (1 cup per gal.) to sanitize surfaces.

Who's Who on Staff

VOLUNTEERS are the backbone of the breakfast program, who make it possible to feed 150 people a morning. Each season over 50 women and men give their “early morning” time and compassion to feed hungry neighbors.

BREAKFAST CO-COORDINATORS Oversee daily operation.

VOLUNTEER COORDINATOR Schedules and nurtures volunteers.

FOOD MANAGER Coordinates all aspects of food inventory.

JANITOR provides cleaning services.

DIRECTOR Talks with guests, provides referrals and resources, hosts outside groups for breakfast meetings, writes grants, and oversees staff and administration.

FAITH COMMUNITIES Faith communities provide a variety of assets to maintaining the breakfast programs. (Listed on the back)



FOCUS

CHURCHES OF ALBANY

VOLUNTEER AGREEMENT

We are pleased to have you volunteer at the FOCUS Breakfast Programs! Please hand in a signed copy of this agreement form prior to your start date.

This program operates at Westminster Presbyterian Church through their willingness and hospitality. FOCUS is a guest of the church. We ask that you abide by the following guidelines:

- FOCUS volunteers are allowed in the building for the duration of the breakfast preparation, operation and cleanup on the specific day they are offering their service.
- Volunteers enter/exit via the Chestnut Street door. Personal items, coats, boots may be stored on the stage coat rack area. Ask the Breakfast Coordinator if you have specific storage needs. Leave valuables at home or in car.
- Volunteers are to use the first floor bathrooms. If you have to use the bathroom, let the floor oversight person know where you are going (if you will be gone for more than a few minutes).
- Volunteers mostly stay in the Fellowship Hall (except cooks, coffee maker & dishwashers) and make trips back and forth from the kitchen. Space is tight. Please be mindful of not lingering in kitchen or hallway. For safety, only cooks should be near stove during serving time.
- Volunteers are welcome to eat breakfast. Please do not eat in the kitchen – bring food out to Fellowship Hall. No food is to be taken from building unless cleared by the Breakfast Coordinators. We do not provide take-out meals for the guests.
- Volunteers stick to their specific role unless the Breakfast Coordinators ask that they pitch in somewhere else.
- Volunteers are welcome and encouraged to converse with each other and guests but are not to provide tangible items (money, cigarettes, rides etc.) or counseling advice. All requests are to be

referred to the Breakfast Co-Coordinator.

- There is no smoking in the building or the outside entrances.
- Volunteers who drive can park in the Westminster parking lot and must display a “FOCUS” Tag (available from the Breakfast Coordinators). Also your plate number must be recorded on list located on kitchen bulletin board. FOCUS tag and parking is to be utilized only for the day/time you volunteer.
- We ask that you make every effort to be present at the time/day you have agreed to volunteer. If you are planning to be absent (vacation, personal time, etc.,) contact Volunteer Coordinator in advance.
- All volunteers must be scheduled with Volunteer Coordinator and sign a volunteer agreement form prior to helping with breakfast.
- Volunteers must be 16 or older to work at breakfast.
- Volunteers are expected to represent FOCUS in their words and deeds towards each other and our guests - modeling respect, kindness and compassion and maintaining a positive work environment. Volunteers are asked to refrain from negativity and inappropriate comments during breakfast operation. Any concerns, comments or critiques are welcomed in written or verbal form in a private setting with Rev. Jim Ketcham. Email: revjim@focuschurches.net or call: (518) 443-0460.

Print Name Clearly: _____

Signature: _____

Date: _____

License Plate Number (if parking in Westminster Lot): _____
