



Updated 5/26/17

We are a community endeavor at GRACE! Our Chefs put meals together with food bank donations and a limited budget, and we continuously seek the help of volunteer groups in the Gainesville community to provide a hearty menu to our guests in need. Our most immediate need at GRACE is for groups like yours to purchase and prepare breakfast, lunch, or dinner in our kitchen!

Cooking at GRACE is easy and fun. From the moment you book a date to cook to the time that your meal is served, we are here to help. This document will give you an overview of what it looks like to become visiting chefs at GRACE. Groups work with our Volunteer Coordinator to hammer out all the details ahead of time. We confirm with you the week before to check in and answer any last-minute questions. A GRACE Chef will be here to guide you through every part of your meal, from prep to service.

## Booking Your Meal

The first step is to pick out a date that works for your group. Our needs change month to month and you will find our calendar of available meals on our website, [gracemarketplace.org](http://gracemarketplace.org) under "Meal Calendars". This calendar updates in real time, so any day listed is still available.

**Once you have chosen a date, contact our Director of Community Engagement at (352) 792-0800 x 104 or [volunteer@gracemarketplace.org](mailto:volunteer@gracemarketplace.org) to book your dinner!**

## Frequently Asked Questions

**How many volunteers can I bring?** Our kitchen can accommodate a maximum of 10 volunteers cooking and serving. If you have more than 10 people, please let us know ahead of time so we can make sure everyone has an active role in the process. Children over the age of 14 are welcome to help, but all minors must be accompanied by an adult always. Minors must not make up more than half of any group.

### **What should we wear?**

Please remind everyone to wear comfortable, closed-toed shoes, no loose or low-hanging jewelry, and be prepared to tie long hair back away from the face. Our Chef will go over basic kitchen rules and safety before you get started, and will be on hand throughout your entire afternoon to guide you.

### **When should our group plan to arrive?**

Weekday Breakfast Groups	Please arrive by 6AM and plan to stay until 9AM.
Weekday Lunch Groups	Please arrive by 9 AM and plan to stay until 1PM.
Weekday Dinner Groups	Please arrive by 2 PM and plan to stay until 7 PM.
Weekend Breakfast Groups	Please arrive at 9 AM and plan to stay until 12 PM.
Weekend Dinner Groups	Please arrive by 2 PM and plan to stay until 6:30 PM.

### **Where do we park?**

We ask that groups park outside the main gate and report to the double green doors at the back of Café 131 (a.k.a. the kitchen which is a kelly-green building). For volunteers with limited mobility or to unload items, you may drive to the back of the kitchen and park on the side of the pavement.

### **Do I need to sign in?**

We keep track of our volunteers' time and generosity! This helps us make accurate monthly reports about the needs of our organization. Please sign the turquoise Volunteer Group binder in the kitchen

### **Do you keep records of our food donations?**

If your group is bringing their own ingredients or donations, please have a group leader fill out the "Meal Donation Form" with an estimate of what your group contributed for the meal. If you'd like a receipt for your records, let us know and we'll happily provide a copy. All contributions made to GRACE are fully tax-deductible.

## **Planning Your Meal**

### **What's for dinner?**

For the menu, you can get as creative or keep it as simple as you like. All that we ask is that you have enough food to provide hearty servings of a protein, vegetable and side for 200 hungry people. Desserts and drinks are always appreciated but are optional. Meal groups do not need to provide alternative options; our Chefs accommodate any allergies or dietary restrictions as needed.

### **Does our group have enough food to feed 200 hungry guests?**

We know it can be daunting trying to estimate portions for 200 people. If you need assistance estimating, please get in touch ahead of time with your recipe or meal idea and we will provide suggestions and guidance. We love to know what you are bringing ahead of time, and will ask you to share your menu plans with us so that we can supplement if needed. If in doubt, plan for more – leftover food doesn't go to waste at GRACE!

### **Tell me more about the Meal Packages you offer for purchase!**

Shopping for 200 can be an overwhelming task! To make things simpler, we have put together pre-planned ingredient packages that you can order through GRACE's food distributor to pass along our bulk savings. Please see the "Meal Package Pricing" details on the last page of this packet. Once you tell us which package you'd like to buy, we will invoice your group for payment. We ask that you pay no later than on the day of your scheduled meal. The package of food will be waiting for you in the kitchen when you arrive at GRACE.

### **Do we need to bring plates or utensils?**

We currently use a combination of reusable cafeteria trays and disposable cups, utensils, and napkins to serve meals at GRACE. If your group can bring cups and utensils, we encourage you to do so. (These can be selectively added to the cost of your meal package for \$20.) We ask that groups plan to use our cafeteria trays as opposed to paper plates for all meals to keep our meals consistent and eliminate the waste of plates and supplies that we encounter after each meal.

### **What types of kitchen equipment will we be working with at GRACE?**

You will be working with generic cooking utensils, pots, pans, ovens, range tops, an industrial griddle, warmers, mixers, and large kettle. We have all the equipment and supplies you'll need to cook. One of our friendly and knowledgeable chefs will be on hand to guide you in using our equipment.

## **The Day of Your Meal**

Please meet your group behind the kitchen (kelly-green building) and ring the doorbell. Our Chef will greet you and give you a brief rundown of food safety and kitchen rules and go over the plan for your meal. We operate in a certified kitchen, and require all volunteers to follow food safety procedures. When it's time to serve, all dishes will be placed in our hot buffet in the dining hall. The Chef will assist groups in setting aside "late trays" in to-go boxes for our residents who are off-campus working during dinner.

An Advocate (Staff in lime green t-shirts) will arrive at serving time to open the doors and check residents in as they move through the dinner line. Volunteers work with staff to assemble plates for the residents in line. Advocates are responsible for enforcing dining hall rules and resolving any resident issues. All you'll need to worry about is serving!

When dinner is wrapping up, the Chef will assemble a crew of volunteers to begin cleanup. Groups are encouraged to stay after dinner to help put food away and clean up the kitchen.

## After Your Meal

We'll be getting in touch to get your feedback. If you'd like a donation receipt, we would be happy to provide you with a copy of your contribution for the evening. If you enjoyed cooking at GRACE, we'd be happy to book your group for another meal, or add your group on a recurring basis!

**If you have any questions about your day of service at GRACE, please contact the Director of Community Engagement at (352) 792-0800 x 104 or e-mail [volunteer@gracemarketplace.org](mailto:volunteer@gracemarketplace.org).**

## GRACE Meal Package Costs

All Meal Packages listed below feed 200 guests. Please choose one of the following meal options at least one full week prior to your scheduled meal. You can e-mail your choice to [volunteer@gracemarketplace.org](mailto:volunteer@gracemarketplace.org). Once you have selected a Meal Package, we will invoice you for payment. Payment can be made beforehand or on your day of service. The Meal Package of your choice will be delivered right to GRACE and be ready and waiting for you upon your arrival.

### CHICKEN

with Vegetable, Rice or Potatoes

\$215

### PORK CHOPS

with Peas, Rice or Potatoes

\$157

### CHEESEBURGER/HAMBURGER & FRIES

with all the fixings

\$220

### BAKED ZITI

Salad & Garlic Bread

\$193

### HEARTY BREAKFAST

Eggs, Sausage, Biscuits, Grits, Potatoes, Coffee & Juice

\$132

### ADD DRINKS & DESSERT

\$30

### MEATLOAF

with Vegetable, Rice or Potatoes

\$157

### TACO NIGHT

(All the fixings for beef Tacos)

\$242

### BAKED HAM

with Vegetable, Rice or Potatoes

\$187

### LASAGNA

Salad & Garlic Bread

\$193

### VEGETARIAN CHILI

Rice and Bread

\$110

### ADD SILVERWARE & UTENSILS

\$20

*Prices current as of June 2017. Prices are subject to change, based on availability and market costs. We will notify you of any changes in cost prior to your order. For questions and to place your order, please contact the Director of Community Engagement at 792-0800 x 104 or [volunteer@gracemarketplace.org](mailto:volunteer@gracemarketplace.org).*