**Bristol Lodge Volunteering 2016**

1. **Schedule:** Weston-Wayland Rotary prepares and serves dinner to the Bristol Lodge on the 3rd Thursday of every month.

For 2015 the third Thursday falls on the following days:

January 21st

February 18th

March 17th

April 21st

May 19th

June 16th

July 21st

Aug 18th

Sept 15th

October 20th

November 17th

December 15th

1. **Tasks:** Each month different Rotarians are assigned to perform 3 different jobs associated with preparing and serving the food at Bristol Lodge.

**Food Shopper:** Purchases the food and delivers it to the Food Preparer by **Wed evening, the day before the food is prepared and served to Bristol Lodge**. The list of food to be purchased is included in *appendix A*. Food is usually purchased from Costco and Hannaford or Market Basket and usually costs between $90 and $110. The Food Shopper submits the receipt for the purchases to the Club Treasurer and is reimbursed.

**Food Preparer:** Prepares the food in accordance with instructions found in *appendix B*. During the school year, (September – June) the food is prepared by the Interact Students at the Weston High School in the cooking classroom but the Food Preparer must bring the food and the cooking pots and utensils to the High School and supervise the students. (Cooking equipment is stored in the DeVito Building – see note below). During the summer months, the food preparer must prepare the food himself/herself or we will purchase the food from a local restaurant. The schedule for food preparation at the high school is as follows:

2:30pm Arrive at the high school and park in the visitor parking spaces in front of the high school . Sign in at the main office right inside the front door of the high school and ask for directions to the cooking classroom.

2:50pm Meet the Interact Students in the cooking classroom and ask them to bring the food and cooking pots from your car to the cooking classroom.

3pm-4:15pm Interact students cook the food and put it in the electric warming vats for transport to the Bristol Lodge.

**Food Servers:** Picks up the food at the Weston High School (444 Wellesley Street) and brings to Bristol Lodge and Serves the Food. (During the summer months July and August, pick up food at alternate prep location or local restaurant)

 The address of the Weston High School is:

444 Wellesley Street, Weston MA

The address of the Bristol Lodge Soup Kitchen is:

Immanuel United Methodist Church
    545 Moody St.
    Waltham, MA 02453
    (Corner of Moody & Cherry St. - **Enter from Cherry St. to basement**)

\*Note that in the summer months the food preparer will most likely prepare the food at their home and therefore you will need to pick up the food at their house or at the local restaurant preparing the food.

4:00pm Sign in to the main office at the high school and ask directions to the cooking classroom.

4:15pm Ask the Interact Students to carry food out to load into your car. You can pull your car to the front entrance of the High School to make the distance shorter. Some students may also be traveling to the Bristol Lodge to help serve but will usually go in a separate vehicle.

4:45pm Arrive at the Bristol Lodge. Ask Bristol Lodge members to help carry food into the building.

5pm-5:30pm Serve the food

5:30pm Wash warming vats and return them to next week’s Food preparer (see schedule)

6:00pm Attend Rotary meeting and feel good about helping others

1. **Assignments**

For 2015 the Bristol Lodge Assignments are as follows. These dates will be published in the Rotary Wheel and on the Weston Wayland Website. Please put these dates into your calendars. If you find that you cannot make your assignment, please swap with another Rotarian and let Rob Mosher know so he can change the assignments. You can let Rob Mosher know by emailing him (preferred) at family.mosher@gmail.com or calling his cell phone: 781-249-3510.

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| **Date** | **Food Purchaser** | **Food Preparer** | **Servers** | **Notes** |
| January 21 | Chip Bradley | Patti MacNeil | John MarchionyKurt Upham | Cooking Equipment is stored in the DeVito Building |
| February 18 | TBD | TBD | Rob MosherSam Sidhom |  |
| March 17 | Mike Cave | Doug Leard | Walter MulcahyMike Brasco | Cooking Equipment is stored in the DeVito Building |
| April 21 | TBD | TBD | Richard DeVito Sr.John Veale |  |
| May 19 | Blake Munson | Bruce Lee | Keith GrossTony Micciche | Cooking Equipment is stored in the DeVito Building |
| June 16 | Mike Cave | Mark Messina | Eileen WhiteRalph DiCiara | Cooking Equipment is stored in the DeVito Building |
| July 21 | TBD | TBD | Dawn RodowiczDoug Leard |  |
| Aug 18 | TBD | TBD | Patti MacNeilRich Hosterman |  |
| Sept 15 | Chip Bradley | Sam Sidhom | Jonathan WhitePeter Vocatura | Cooking Equipment is stored in the DeVito Building |
| October 20 | Blake Munson | Rich DeVito Jr. | Steve Karoghlanian Marilyn Gentilotti | Cooking Equipment is stored in the DeVito Building |
| November 17 | Mike Cave | Keith Ward | Kurt UphamTom Wintle | Cooking Equipment is stored in the DeVito Building |
| December 15 | Chip Bradley | John Marchiony | Cindy BryantMike Brasco | Cooking Equipment is stored in the DeVito Building |

Note: in February, April, July and August we will need to find another means for food prep since the high school will be closed for school vacation.

All other dates, food preparation will be at the High School.

Note:  The pots and pans used for cooking will be stored in the DeVito building. The food preparer will need to go pickup the pots and pans prior to the cooking day. He/She can find the equipment by going to the back of their building, inside the purple door, inside the middle gray door. There are two black./yellow tubs and two electric cookers. When the servers are done serving the food, they should return the cooking equipment to this location.

\*Note: Feel free to invite your family and friends to help us, especially with the serving. Serving dinner at the Bristol lodge is very rewarding and a great way to introduce someone to our club whether they are a prospective new member or not. Its also a great way to share a great community service activity with middle and high school aged children. After serving invite your guest to dinner at our club meeting!

**Appendix A: Food Shopping List:**

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| **Quantity** | **Item** | **Total Amount** | **Recommended Source** |
| **4 boxes** | **3 lb box Spaghetti** | **12 lbs** | **Hannaford/Market Basket** |
| **2 cans** | **8oz Grated Parmesian Cheese** | **16 oz** | **Hannaford/Market Basket** |
| **2 bags** | **Cookies**  | **~100 cookies** | **Hannaford/Market Basket** |
| **4 loaves** | **Italian Sliced Bread** | **4 loaves** | **Hannaford/Market Basket** |
| **2 bags** | **5-6 lbs Kirkland Frozen Meatballs** | **10-12 lbs** | **Costco** |
| **2 packs** | **3 pack of Ragu Spaghetti Sauce** | **6 large jars** | **Costco** |
| **3 gallons** | **2% Milk** | **3 gallons** | **Costco** |
| **1 bag** | **10lb Apples** | **10 lbs** | **Costco** |

Note: recommended source is from experience the lowest price but items can be purchased at alternative stores if more convenient. Total cost should be $90-$120.

Note: submit receipt for items purchased to Rotary Club treasurer for reimbursement.

**Appendix B: Food Preparation Procedure:**

1. Fill 2 large cooking pots ¾ full of water and bring to boil. Add some salt and olive oil to water.

**\*Important note:** It takes 20-30 minutes to bring such large quantities of water to boil so be patient. If you put the spaghetti in the water before it is boiling, it will take too long to cook and the spaghetti on the bottom of the pot will burn before the spaghetti on the top is cooked.

1. While water is heating up, place frozen meatballs in smaller pot and steam them to defrost them
2. Also add 1 container of spaghetti sauce to each of the warming vats. Plug in warming vats and set temperature to 150 degrees. It helps to evenly mix the spaghetti sauce with the spaghetti if you layer in the spaghetti sauce as you add the cooked spaghetti.
3. Once the water is boiling, add 6 pounds of spaghetti to each pot. Break dry Spaghetti in half before putting in pot.
4. **SAFETY NOTE: Be extremely careful when draining hot water. It will be safer to remove spaghetti from water with tongs than to try and lift large pot of hot water and pour into colander/strainer.**
5. Once the spaghetti is cooked (test by pulling out a strand with a fork), drain the hot water out and then put cooked spaghetti in warming vats. It is easiest to mix the spaghetti sauce in with the spaghetti by layering in the spaghetti and the sauce. Add a layer of spaghetti and then add some sauce and repeat.
6. Add the meatballs last. Mix in meatballs, sauce with spaghetti by gently turning over spaghetti.
7. Bring the cooking vats to the car for transport to the Bristol Lodge.
8. Wash all cooking pots and utensils and clean up the cooking classroom.

**Equipment List:**

2 large cooking pots to cook spaghetti

Tongs

Collander

2 electric warming/serving vats

2 medium pots for steaming meatballs

2 large stirring spoons to stir spaghetti and mix in spaghetti sauce

Olive oil

Salt

**Appendix C:** **Permission form for Interact Students**

Weston High School Interact Club Students prepare and serve food to the Bristol Lodge Soup Kitchen in Waltham on the 3rd Thursday of each month during the school year. They use the Weston High School Cooking Classroom to boil water and cook spaghetti and then with the Rotary Club of Weston and Wayland, they deliver and serve the food at the Bristol Lodge. The students will be supervised by a Rotary Club member.

I give permission to have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ prepare/serve dinner for the Bristol Lodge Soup on the 3rd Thursday of every month. (Each Interact member can sign up for preparing/serving for one or more Thursdays each year)

Parent Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Rotary Club Interact Advisor and Bristol Lodge Coordinator:** Rob Mosher 781-249-3510 email: family.mosher@gmail.com

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| **Bristol Lodge Soup Kitchen Location and Information**Program Director--Mike HannanAddress: Immanuel United Methodist Church 545 Moody St. Waltham, MA 02453 (Corner of Moody & Cherry St. - **Enter from Cherry St. to basement**) Telephone: 781-894-1611 or 781-883-2050Fax: 781-899-8305 email: mhannan@mhsainc.org |

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