

# **Appendix D**

## **To the Overview of Church-Based Volunteer Host Sites**

### **Meals and Chores**



**PRESBYTERIAN  
DISASTER ASSISTANCE**

*Hope through hospitality*



**Table of Contents**

**Page**

Westminster Meal Plans Example	3
Gulf Coast Food Manual Example	5
Westminster Chore List Example	18
Housekeeping Chores Example	21

PDA Recommends that church host sites let volunteers take care of cooking their own meals. The menus and recipes listed in this appendix can be used if a church elects to do otherwise. This appendix also includes a list of chores that were used at a host site. It may be helpful as the church makes its own rules and writes its handbook.

## Westminster Meal Plan Example

### Food Stock/Menu Suggestions

#### Breakfasts:

Milk, OJ, cereal (shelf over coffee makers), eggs, bacon, and yogurt

#### *Tuesday Morning:*

*Dunkin Donuts will be delivered to double glass doors by 7am, (courtesy of WPC)*

#### Lunches:

Brown bags and sandwich bags (pantry), ham, turkey, cheese, mustard, mayo, peanut butter, jelly, white and wheat bread (fridge or freezer), mini carrots, fruit, yogurt, PB crackers, individual chip bags, candy and water coolers

#### Sunday Night:

Hot dogs (fridge), hamburgers (fridge or freezer), chips, baked beans (pantry) and green beans (freezer)

There is a gas grill and picnic tables outside that the host can show you how to use or you can cook the meat on the stovetop.

#### Monday Night:

Spaghetti (pantry) with ground beef (freezer) and spaghetti sauce (pantry) and salad (fridge)

#### Tuesday Night:

Chicken breasts (freezer) with BBQ sauce (pantry), rice (bottom shelf of island) and peas or corn (cans in pantry)

#### Wednesday Night:

Please join Westminster members for food and fellowship at 5:45pm in Fellowship Hall for a catered meal. This comes from your daily fee unless you tell your host you have other plans.

#### Thursday Night:

Spiral cut honey ham (fridge or freezer), potatoes (bottom shelf of island) and salad

#### Friday Night:

Veggie and meat lasagnas (freezer)

#### Saturday Night:

Leftovers, go out for dinner or put needed items on Wednesday shopping list

## **Kitchen Items**

Herbs and spices, oil, baking needs (shelf over kitchen sink) rice, potatoes, sugar flour, onions (under island) cereal, coffee and filters (near microwave)

**Pantry:** spaghetti, sauce, dressings, peanut butter, jelly, condiments, paper products, china, flatware, glasses, granola bars, chips, cookies, paper bags, peanut butter crackers, nuts, candy, coffee packets for large coffee maker and cereal

**Refrigerator:** lunch meat (ham and turkey), sliced cheese, butter, milk, orange juice, salad greens, carrots, spiral cut ham, fruit, eggs, dressing, condiments and sandwich meat

**Freezer:** ground beef, hamburger patties, lasagnas, chicken breasts, hamburger and hot dog buns, desserts (ice cream, popsicles), veggies (green beans, broccoli, corn, etc.) extra sandwich bread, spiral ham and lunchmeat

\*Please thaw only the chicken or beef you need rather than the whole box or package. Check pantry for any items you may need as we try to stock extra of most things. Also, ask host for any other needed items such as paper goods, etc.

**Kitchen Equipment:** commercial freezer, 12 cup coffee maker, commercial coffee maker (makes 2 pots of coffee), stand mixer (residential Sunbeam Mixmaster), commercial dishwasher (Hobart), commercial refrigerator, 16 burner commercial gas stove, 2 convection ovens, 1 hand washing sink and commercial dishwashing sinks. The kitchen is stocked with large sized serving items: bowls, utensils, etc., as well as regular sized dishes and flatware.

All kitchen needs such as peelers, spatulas, tongs, etc. are also available.

## Gulf Coast Food Manual Example

### Note to volunteers

There are many items in the pantry that are not on the suggested menu. Please be creative and use some of the items not on the “Items normally stocked in the pantry.” If an item is not on any of the meal lists, there is little danger someone is planning to use the item. If you do not use these items, they will be wasted. If in doubt about using any item, ask the host site coordinator.

You need not follow the recipes listed. Cook by your own recipes. You have the list here of items in the pantry. You are always welcome to purchase specialty foods to make your menus extra special.

Large cans of food are typically 3 times more expensive than the small cans but hold a lot more. Do not be afraid to open the big cans. Leftovers are good! After a long day working it can be good not to have to cook.

### Items normally stocked in the pantry

All purpose flour
Allspice
Apples
Bacon
Bagels
Baking powder
Bananas
Bay leaves
Black pepper
Brown and white sandwich bread
Brown sugar
Bulk packs of grits
Bulk sausage
Butter
Canned and dry red beans
Canned baked beans
Canned sausage gravy
Canned tomato
Canned vanilla pudding
Cayenne pepper
Celery
Cheddar and parmesan cheese
Chicken breast halves
Chips
Chocolate sauce
Cinnamon

Cold cereals
Cookies
Corn and flour tortillas
Corn meal
Chocolate sauce
Cinnamon
Crackers
Cream cheese
Crushed Dry Basil
Cumin
Decaf and regular tea and coffee
Dry parsley
Eggs
English muffins
Extra virgin olive oil
Fresh fruit
Frozen biscuits
Garlic powder and/or granulated
Granola bars
Green peppers
Ground beef
Ground celery seed
Hamburger and hot dog buns
Hamburger patties
Honey
Hot chocolate

Hot sauce
Hotdogs
Ice cream
Italian Bread
Italian seasoning
Jelly
Ketchup
Lemonade mix
Long grain rice
Macaroni
Maple syrup
Mayonnaise
Nilla Wafers
Oatmeal
Onions
Orange Juice
Onions
Pancake mix
Peanut butter
Pickles
Potatoes and/or instant mashed potatoes
Salad dressings

Salsa
Salt
Skim and 2% Milk
Sliced American and Swiss Cheese
Sliced Ham and smoked turkey
Smoked sausage
Sour cream
Spaghetti
Splenda & Sweet n Low
Sugar
Taco seasoning
Taco shells
Taco seasoning
Taco shells
Thyme
Vegetable burger patties
Vegetable Oil
Vegetable shortening
Vegetables
Vegetarian spaghetti sauce
Vinegar
Yellow Mustard
--

## **Daily Volunteer Breakfast**

### **Monday**

Pancakes & Sausage Patties

### **Tuesday**

Biscuits & Gravy

### **Wednesday**

Scrambled Eggs & Bacon

### **Thursday**

French Toast

### **Friday**

Grits & Oatmeal

### **Offered Daily**

Yogurt, fresh fruits, Cold Cereal, Toast, Bagels, Apple, Orange Juice, Milk, Coffee, Tea and Lemonade

## Sunday: Barbecue Night

Hot Chocolate  
 Hamburgers & Hot Dogs  
 Baked Beans  
 Potato Salad  
 Ice Cream  
 Iced Tea & Lemonade

### Dinner Items for Sunday Night

Hamburger patties	Vegetable burger patties
Hotdogs	Canned baked beans
Hotdog buns	Hamburger buns
Brown sugar	Onions
Green peppers	Ketchup
Yellow mustard	Mayonnaise
American cheese	Swiss cheese
Potatoes or Macaroni	Celery

### Baked Beans

#### Ingredients:

1 ea.	Institutional can pork & beans	2 ea.	Small 2" onions
1 ½ lb	Dark brown sugar (or light)	2 ea.	Small 2" bell pepper
2 tbsp	Yellow or brown mustard	1 lb	Bacon
2 cup	Ketchup		

#### Directions:

- Cut bacon into ½ to ¾ inch pieces
- Chop the pepper and onion to a medium to small dice
- Mix everything together
- Bake at 350° F for 2 hours
- Vary the ingredients and cook longer as needed
- The sugar is the secret



## Potato Salad

Serves: 20 servings

### Ingredients:

5 lb.	Red Potatoes	1 ea.	Large Onion
Add to Taste	Mayonnaise	2 tsp.	Celery Seed
2 tbsp.	Mustard		

### Directions:

- Dice onion
- Cook potatoes whole in salted water, peeled or not peeled,  $\frac{1}{2}$  to  $\frac{3}{4}$  inch dice, cook early so they can cool
- Then add mayonnaise, mustard and celery

## Monday: Southern Special

Red Beans & Rice  
Garden Salad  
Cornbread  
Banana Cream Pudding  
Iced Tea & Lemonade

### Dinner Items for Monday Night

Canned or dry red beans	Green peppers
Long grain rice	Onions
Salad greens	Canned vanilla pudding
Vegetables	Bananas
Salad dressing	'Nilla wafers
Corn meal	Dry parsley
Baking powder	Garlic
Milk	Garlic powder and/or granulated
Vegetable shortening	Thyme
Eggs	Hot sauce
Smoked sausage	Cayenne pepper
Celery	

### Red Beans and Rice

Serves: 8 servings

#### Ingredients for red beans:

2 tbsp.	Vegetable oil	5	Cloves garlic, minced
1	Medium onion, chopped	3	Bay leaves
2	Medium green bell peppers, chopped	1 tsp.	Dried thyme
3	Stalks celery, chopped	1 tsp.	Hot sauce
2 tsp.	Kosher salt	½ tsp	Cayenne pepper
1 tsp.	Freshly ground black pepper	2 qtrs.	Water
12 oz.	Smoked Sausage cut into 1" pieces	1 lb.	Red beans

#### Ingredients for rice:

3 cups	Water	2 cups	Long-grain rice
1 ½ tbsp.	Unsalted butter	½-1 tsp.	Kosher salt

Directions for red beans:

- Place the vegetable oil in a 7-quart Dutch oven and set over medium-high heat.
- Add the onion, bell pepper, celery, salt and pepper to the pot
- Cook, stirring frequently, until the onions and celery are semi-translucent, and the bell peppers are tender, 6 to 8 minutes
- Add the garlic and cook for 1 to 2 minutes, stirring constantly
- Add the sausage, bay leaves, thyme, hot sauce, cayenne pepper, water and beans to the pot and increase the heat to high
- Cook for approximately 6 to 8 minutes, stirring frequently until the mixture comes to a boil
- Decrease the heat to maintain a simmer, cover and cook for 2 hours, stirring every 30 minutes. Uncover, increase the heat slightly to maintain a steady simmer and continue to cook for another 30 to 40 minutes or until the beans are tender and the sauce is thickened to your liking
- If you prefer an even creamier texture, mash some of the beans with a potato masher

Directions for rice:

- Use 1  $\frac{3}{4}$  cups of water or stock per cup of long grain rice
- Pot size needs to be one quart per cup of rice
- $\frac{3}{4}$  tsp. of salt per cup of rice
- 2 tbsp. of butter per cup of rice, optional
- Add salt to water in a pot that has a tight lid
- Bring to a boil
- Add rice and stir
- Lower heat to lowest setting
- Cover pot and do not open for at least 30 minutes. If cooking a pot half or more full leave for 45 minutes.
- Open, fluff rice. If the water is not absorbed, cover and leave for 15 more minutes.
- The covered pot can stay hot for an hour or more.

**Corn Bread**

Follow package instructions, substitute any milk for buttermilk

## Tuesday: Chicken Night

Baked Chicken  
Green Beans or Other Vegetables  
Mashed Potatoes  
Apple Crisp  
Iced Tea & Lemonade

### Dinner Items for Tuesday Night

Chicken breast halves	All purpose flour
Vegetables	Sugar
Potatoes or instant mashed potatoes	Brown sugar
Apples	Allspice
Oatmeal	Cinnamon

### Cheesy Chicken and Rice Casserole

Serving size: 4 servings

#### Ingredients:

1 ea.	Can Cream of chicken soup	2 cups	Frozen mixed vegetables
1 ½ cups	Milk	4 ea.	Chicken breasts
¾ cups	Long grain rice	½ cup	Shredded cheddar cheese
1	Diced onion	¼ tsp.	Black pepper

#### Directions:

- In a 2 qtr. shallow casserole mix everything except chicken and cheese. Season chicken and place on top of mixture. Cover.
- Bake 375° for 50 minutes or until chicken and rice are done. Sprinkle cheese on top and let melt.

**Alternates:** Use Parmesan cheese, ¼ cup on top and 2 tbsp. with rice, soup and vegetables  
Top with French fried onions after 45 minutes cook uncovered for last 5 minutes

### Oatmeal Crisp Topping

For 9 to 10-inch baking dish

Serving Size: 6 servings

#### Ingredients:

1 ½ cups	Old-Fashioned oats	1 tsp.	Cinnamon
½ cups	All purpose flour	¼ tsp.	Allspice
½ cups	Light brown sugar	1 stick	Cold butter in cubes
¼ cups	Sugar		

#### Directions:

- Mix all ingredients.
- Using two knives reduce the butter to small bits.
- Mix with fingers until mixture holds together.
- Sprinkle over sweetened fruit

## Wednesday: New Orleans Night

Jambalaya over rice  
Bread or rolls  
Salad greens  
Fresh salad  
Salad dressing  
Bread pudding

### Dinner Items for Wednesday Night

Onions	Dried thyme
Bell pepper	Hot sauce (Tabasco)
Celery	Salad greens
Long grain rice	Salad dressing
Boneless chicken breasts	Bread or rolls
Uncooked shrimp	Butter
Andouille sausage or smoked sausage	Milk
Canned diced tomatoes	Eggs
Chicken broth	Sugar
Oregano	Raisins
Bay leaves	Vanilla extract
Creole or Cajun seasoning	

### Sausage, Chicken, and Shrimp Jambalaya

Serving size: 6 to 8 servings

#### Ingredients:

1 ea.	Chopped onion	2 tsp.	Dried oregano
1 ea.	Chopped green bell pepper	2 tsp.	Bay leaves
1 ea.	Chopped stalk celery	2 tsp.	Creole or Cajun seasoning
3-4 ea.	Skinless chopped, boneless chicken breast	½ tsp.	Dried thyme
½ lb.	Andouille or smoked sausage	½ lb.	Shrimp
1 can	Diced tomatoes		Hot sauce (Tabasco) liberally applied
1 cup	Chicken broth		

#### Directions:

- Brown meat and sauté vegetables until translucent
- Place ingredients into slow cooker in order given
- Set on low for 7 hours or high for 3 hours
- Add shrimp for the last 5-10 minutes
- Serve over rice

**Directions for Rice:**

- Use 1 ¾ cups of water or stock per cup of long grain rice
- Pot size needs to be one quart per cup of rice
- ¾ tsp. of salt per cup of rice
- 2 tbsp. of butter per cup of rice, optional
- Add salt to water in a pot that has a tight lid
- Bring to a boil
- Add rice and stir
- Lower heat to lowest setting
- Cover pot and do not open for at least 30 minutes. If cooking a pot half or more full leave for 45 minutes.
- Open, fluff rice. If the water is not absorbed, cover and leave for 15 more minutes.
- The covered pot can stay hot for an hour or more.

**Bread Pudding**

Serving Size: Serves 4 to 6

**Ingredients:**

4 slices	Lightly buttered cubed bread	¼ tsp.	Salt
2 cups	Milk	½ cup	Raisins
2 ea.	Eggs	½ cup	Vanilla extract
¼ cup	Sugar		

**Directions:**

- Heat oven to 350°. Butter a 2-quart baking dish.
- Place bread cubes in baking dish.
- In a mixing bowl, beat together milk, eggs, sugar, and salt. Pour mixture over bread cubes; gently stir in raisins and vanilla.
- Place baking dish into a larger pan of hot water and bake for about 40 minutes, or until firm in center.

## Thursday: Italian Night/Neighbor Night

Invite Your Homeowner to Share the Meal

Spaghetti with Meat Sauce

Garden Salad

Italian Bread

Ice Cream

Iced Tea & Lemonade

### Dinner Items for Thursday Night

Ground beef	Salad greens
Canned tomato	Vegetables
Vegetarian spaghetti sauce	Salad dressings
Italian seasoning	Italian bread
Garlic powder and/or granulated	Ice cream
Bay leaves	Chocolate sauce
Thyme	Parmesan cheese
Crushed dry Basil	

### Spaghetti Sauce

Serving size: Serves 4-6

### Ingredients:

1 can	Tomato sauce	2 tsp	Italian seasoning
1 can	Diced tomatoes	1/8 tsp.	Pepper
1 ea.	Diced green pepper	3 ea.	Minced garlic cloves
¼ cup	Diced onion	½ lb.	Ground beef or meatballs
1 tbsp.	Basil		

### Directions:

- Brown meat in a Dutch oven or large soup pot.
- Add garlic, pepper and onion cook for about 5 minutes.
- Combine all ingredients, bring to a low boil, reduce heat, cover & simmer for 35-40 minutes (optional add fully cooked meatballs at the last 5 minutes of simmering).
- Served over cooked spaghetti noodles.

## Friday: Mexican Night

Tacos  
 Cookies & Ice Cream  
 Iced Tea &  
 Lemonade

### Dinner Items for Friday Night

Ground beef	Sour cream
Cumin	Salsa
Taco seasoning	Lettuce
Garlic powder and/or granulated	Cookies
Tortillas, corn and/or flour	Ice cream
Taco shells	Chocolate sauce
Onion	Cheddar cheese

Directions:

- Brown approximately ¼ pound of ground meat per person
- Follow instructions on the seasoning pack

## Extra Recipes

### Taco Soup

Ingredients:

2 lbs	Ground beef (1-20oz ground turkey	1 pkg	Hidden Ranch dressing
2 tbsp	Onion powder	2 cans	Pinto beans (1 w/ jalop.)
1	Chopped onion	2 cans	Diced tomatoes
1 pkg	Taco seasoning	1 can	Rotel
1 can	Hominy	1 can	Corn

Directions:

- Brown meat with onion powder and taco seasoning
- Add water to consistency you want. (Two cans or more)
- Serve with chips or corn bread and shredded cheddar cheese and sour cream, if desired.



---

## French Toast Casserole

### Ingredients:

1	Loaf French bread	¼ tsp.	Ground cinnamon
8	Large eggs	¼ tsp.	Ground nutmeg
2 cups	Half-and-half	Dash	Salt
1 cup	Milk		Praline Topping
2 tbsp.	Granulated sugar		Maple syrup
1 tsp.	Vanilla extract		

### Directions:

- Slice French bread into 20 slices, 1-inch each
- Arrange slices in a generously buttered 9 by 13-inch flat baking dish in 2 rows, overlapping the slices
- In a large bowl, combine the eggs, half-and-half, milk, sugar, vanilla, cinnamon, nutmeg and salt and beat with a rotary beater or whisk until blended but not too bubbly
- Pour mixture over the bread slices, making sure all are covered evenly with the milk-egg mixture
- Spoon some of the mixture in between the slices. Cover with foil and refrigerate overnight
- The next day, preheat oven to 350 degrees F.
- Spread Praline Topping evenly over the bread and bake for 40 minutes, until puffed and lightly golden
- Serve with maple syrup

## Westminster Chore List Example

### After Meal Clean Up

Dinner and Breakfast

4 Person team

1. Put away all food left over from the meal. Use masking tape and black marker to date and identify the containers.
2. Wash all dishes used for meal and meal prep. Dishwasher needs to be run 2 or more times on the first load to get the water temperature up to 120 degrees.
3. Dishes are to be air dried and put away.
4. Wipe all surfaces including sinks down with a bleach/water mixture.
5. Sweep kitchen after every meal.
6. Mop kitchen floor in the morning and evening if necessary.

### Lunch Prep

3-4 Person Team

1. The night before: Make sure meat and bread are thawing - approximately 1 loaf for 10 people and 1 double package of lunch meat for 10 people
2. Morning: Set items out on tables in the Lunch Prep/ Quiet Reading room by 6:30 a.m.
3. Ask staff if you need refills for snack boxes or if you cannot find food you need.
4. Wash fruit before putting it out for volunteers to take.
5. Take one cooler to pantry and fill with ice. Return to lunch prep room and fill one 5-gallon water jug with ice (about 2 scoops) and water (use hose found outside lunch prep room). Add ice (about 2 scoops) to one cooler. Place coolers and water jugs outside lunch prep room along sidewalk to the dorm.
6. Announce in dining room that you are ready to put away lunch materials to be sure that everyone has made lunch.
7. Clean up lunch materials, wipe down table and put away food. Please make sure that cheese is tightly wrapped, so that it does not dry out. If new condiment is opened write date on container.

### **Cleaning - Main Building**

Dining hall/ Hallway/Bathrooms

3 – 4 Person team

1. Ask volunteers to put the chairs on the tables after you have wiped the tables.
2. Sweep the floors in dining hall, hallway and bathrooms.
3. Mop the floors. Use more than one mop to speed the process.
4. Assign one team member to do the bathrooms.
5. Extra paper supplies in hallway. Extra soap for dispenser in mop closet.  
Cleaning supplies located in the mop closet.

*Cleaning done in the morning before leaving for work - except on Monday.*

*Suggestion: Assign chore crews by work groups so that the wait times will be limited.*

### **Cleaning - TV Room and Lunch Prep/Quiet Reading Room**

2 Person team

1. Sweep and mop daily
2. Wipe tables in TV room returning any cups or glasses left in rooms to kitchen.
3. Cleaning supplies located in lunch prep room.
4. Mops and brooms are in the mop closet in the dining hall.
5. Cleaning done in the morning before leaving for work – except for Monday.

### **Cleaning - Dorm Building**

3-4 Person team

1. Responsibility of the occupants should be swept daily and mopped as required.
2. Make sure no food is left open in the dorm rooms to attract critters.
3. Toilets/vanities/washrooms are to be cleaned and restocked. Toilet paper and paper towels are located across from dining hall bathrooms on shelf or in washroom in shower trailer.

*Host site Coordinators will inspect rooms before you leave at the end of your stay.*

### **Cleaning - Shower trailer and Toilet trailer**

2 Person team per trailer

Suggested one male and one female

1. Wipe down curtains, stalls, walls, floors, sinks and toilets.
2. Restock toilet paper and paper towels. Leave wrapper on spare roll to fight humidity.
3. Empty trash cans if needed.
4. Sweep and mop floors.
5. Supplies are located in the washroom. Additional paper supplies are located in hallway by dining hall if supplies in washroom are low.
6. Cleaning done in the morning before leaving for work.

### **Trash and Recycling**

4 Person team

1. Remove trash bags (consolidating when possible) from containers and take to dumpster which is located at the end of the parking lot. Be careful not to lose rubber bands. Place new bag in container and constrain with rubber band. Trash bags can be found in the kitchen, lunch prep room, metal storage unit on walkway between rooms 102 – 103, shower trailer washroom and under the sink in the ladies' portion of the potty trailer.
2. Breakdown any cardboard boxes. Boxes from lunch prep room should be placed beside the refrigerator. Cereal and yogurt boxes in dining room should be placed under the dirty dishes table. Rinse plastic bottles and metal cans in mop closet. Place flattened bottles and cans in recycle bins outside kitchen door or by gate to enter village.
3. Trash containers are located in the dining room, kitchen, lunch prep room, outside the office, in each dorm room, in each woman's potty stall, in the shower trailer washroom and outside of dorms, 3 upstairs and 2 downstairs.

## Housekeeping Chores Example

### Housekeeping Chores

**Please complete daily:**

1. Clean kitchen
2. Empty trash containers, including kitchen, and put trash in dumpster
3. Turn off lights when leaving rooms/building
4. Please report any leaks, broken lights, or other issues to a WPC volunteer

**Please complete on Wednesday and on Saturday (or Friday) before you depart for home:**

*Check each chore when completed so everyone will know it's been done!*

CHORE	Wednesday	Final Day
Clean Men's Bathroom		
Toilets		
Sinks		
Showers		
Floors		
Clean Women's Bath		
Toilets		
Sinks		
Showers		
Floors		
Wash all bathmats and put them into dry		
Vacuum Men's Bedroom		
Vacuum Women's Bedroom		
Sweep or mop hallway between bedrooms and glass exit doors		
Vacuum Lounge areas		
Vacuum Fellowship Hall		
Empty all trash (upstairs & down) take to dumpster		
Mop Kitchen		
Clean Kitchen		

*THANKS FOR YOUR HELP IN KEEPING THINGS SPICK AND SPAN!*

