

Minimum items needed for feeding at each site:

- 1 to 2 tables
- racks and deep foil trays for water to warm food
- lighter to turn on sternos
- garbage cans/bags
- serving spoons
- table cover
- A location for sadaqah box that would be used by FeedPhilly to help pay for food costs
- Pre-packed Forks & Napkins (250 for \$11 at Jetro).
- Take out containers (200 for \$14 at Jetro)
- Sternos (24 for \$37 at Jetro)
- Gloves
- Hand sanitizer (\$1 at dollar store)
- Hairnets
- Plastic bags (500 for \$11 at Jetro)
- Outdoor Food Safety Permit

IMPORTANT SITE ENVIRONMENT OBLIGATIONS

- Place for washing hands, place for people to eat, and a community atmosphere.
- MUST have close adherence to food safety guidelines.
- Have outdoor food safety permit available during feeding program.

IMPORTANT SITE LEADER OBLIGATIONS

1. Food pickup: Please arrive at Kitchen by 11am sharp.
2. Ongoing advertising of Muslims Serve services within your local community (we can help supply pamphlets, flyers, and posters) weekly and on day of event.
3. Local contact who coordinates all local volunteers and sets up everything (See above) before food arrives
4. Local delivery person who comes to pick up food items from the commercial kitchen and transports it to the feeding site.
5. Feedback and concerns should be sent to Muslims Serve Operations Director – operations@muslimsserve.org
6. Attend All Muslims Serve meetings personally or by sending a representative
7. Close adherence to food safety guidelines