

# UNITED IN MISSION



U.M. ARMY  
Kitchen/Safety Coordinator Training

# U. M. ARMY MISSION STATEMENT

**Providing Christ-centered missions that serve people in need and promote spiritual growth and leadership development in youth and young adults**



## DIRECTOR

Prepares for mission week; oversees all roles; has final authority for all aspects of the mission week

## COLOR GROUP LEADER (CGL)

Facilitates the work of several work teams; assists assigned work teams with projects/tools

## TOOL COORDINATOR

Manages warehouse tools and construction materials

## ADMINISTRATIVE COORDINATOR

Assists the director with administrative tasks, including paperwork and financial aspects

## PROGRAM COORDINATOR

Responsible for the spiritual and recreational aspects of the week; includes worship, fellowship and evening activities

## SITE COORDINATOR

Assesses worksites prior to the mission week and coordinates work with the CGL's and teams during the week

## SAFETY COORDINATOR

Teaches and enforces safety practices throughout the week; monitors safety at all the work sites

## KITCHEN COORDINATOR

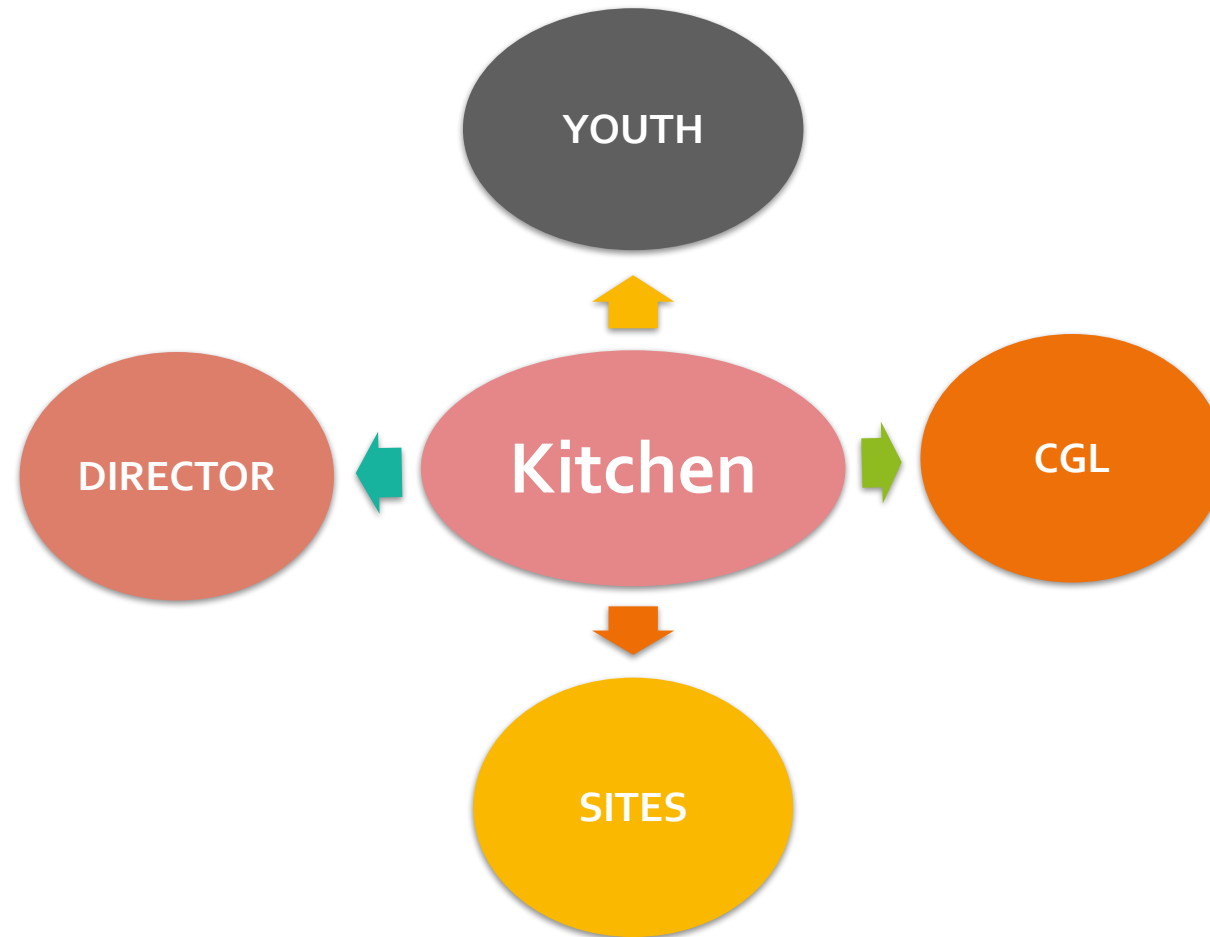
Oversees the kitchen, purchases and prepares the food during the week

## WORK TEAM ADULT

Co-leads a team of 5-10 youth with at least one additional adult;

# ADULT ROLES

# KITCHENS PLAYS CRITICAL ROLE!



The Kitchen Coordinator is the person responsible for all the meal planning and preparation throughout the mission week

# KITCHEN COORDINATOR ROLE

- ☐ Coordinate the food purchasing, preparation and serving
- ☐ Coordinate food donations
- ☐ Coordinate inventory of paper goods and cleaning supplies including paper plates, napkins, plastic utensils, trash bags, paper towels and bathroom supplies
- ☐ Create the Duty Roster
- ☐ Keep records of food used, donations received, and money spent
- ☐ Identify a local organization that can use any unused food or paper products at the end of the mission week

# KITCHEN SUGGESTIONS

- ❑ At meals have options for those that are picky to make sure everyone eats, this could be a salad bar, left overs, or even offer more sandwiches for dinner.
- ❑ Pinterest has great large group recipes if you need more suggestions, think outside of the box, chipotle bowls instead of spaghetti both have cheap ingredients and can be made in large portions
- ❑ Have cleaning supplies and lunch table supplies in an easily accessible place so that when teams come to their duty they don't have to ask lots of questions
- ❑ Use a clear shower curtain on top of your lunch table with labels underneath so teams can set it up without needing reminders of what to put out and easy clean up
- ❑ Have snacks and drinks out when they return from showers, they will be hungry
- ❑ Try to get donations of food from local restaurants and/or host church small groups.

# SAFETY COORDINATOR ROLE

- ❑ Safety is so important, U.M. ARMY has developed a separate role to focus on safety throughout the week
- ❑ Responsible for providing health and safety instruction and reminders to the mission week group.
- ❑ Visit work sites to check on safe work practices, correct unsafe practices, and remind the work teams of safety.
- ❑ All locations and events, including the host church and any off-site activities, are included in the responsibility of the Safety Coordinator.
- ❑ Participate in all aspects of the program as a role model and support to other adults.
- ❑ Be aware of and take action to correct unsafe or inappropriate behavior.

# SAFETY TIPS

- ❑ Have FUN with your daily safety reminders: Pass out dum dum's with the saying don't be a dum dum STAY SAFE, other examples can be found in the manual
- ❑ Daily cold treats to every site could be frozen grapes, popsicles, frozen washcloths are a big hit (buy enough and wash them to reuse)
- ❑ Have a safety mascot that gets awarded nightly for the best JSA that was turned in, this helps remind them that they are meant to fun and filled out daily.
- ❑ Find a plastic container to keep all medicine organized.



# KITCHEN SUNDAY NIGHT ROTATION

- ❑ Go over duty roster, explaining each job, times of the job and where to get supplies if it's a cleaning duty.
- ❑ Show the menu for the week
- ❑ Explain snack will be available and that if for some reason you get hungry or there is a meal you can't eat to speak up, eating and drinking is important on this trip
- ❑ Lunch Table explanation (lunches for clients)
- ❑ Location of coolers and water

\*\*\*Full list in Kitchen Manual



# SAFETY SUNDAY NIGHT ROTATIONS

- ❑ Explain the Safety Sheet and where to turn it in daily
- ❑ Stress safety goggles and WATER, WATER, WATER
- ❑ Any other safety tips for ladders, saws etc..
- ❑ Remind teams not to take food or drinks from the homeowner give suggestion of what to say to the homeowner to kindly decline.

\*\*\*Complete checklist in the manual.

# DAILY ACTIVITIES

- ☐ Set up lunch meal prep table(s) could be a duty
- ☐ Get up early for breakfast prep and serving, have a job for the cooking team
- ☐ Plan for Community Celebration Night
- ☐ Visit work sites
- ☐ Purchase food, as needed through the week so there isn't lots of extra food.
- ☐ Keep water and juice supplies replenished
- ☐ Ensure ice supplies are ready as needed for teams



# DAILY ACTIVITIES

- ❑ Conduct safety checks of vehicles before leaving for the work sites (give out fun safety reminders, suggestion in the manual)
- ❑ Visit every work sites as possible each day to check for safety, and deliver a cold treat (popsicles, frozen grapes, Frozen wash clothes, water guns etc..)
- ❑ Collect any completed forms required from each team
- ❑ Choose a safety winner each day based on the safety forms, this makes this fun and teams get creative. Award a safety stuffed animal to winning team

# END OF WEEK

- ❑ Adjust meal schedules and menus to accommodate end-of-week schedule changes
- ❑ Saturday morning breakfast should be “on the go” so clean up can be done in a timely manner
- ❑ Distribute unused food to local agencies (i.e. soup kitchens, food pantries)
- ❑ Conduct a thorough cleaning of the kitchen and dining areas; leave it in better condition than you found it!



# CLOSING

- QUESTIONS?
- DISCUSSION?
- NEXT STEPS?

