



A Message from the Core Team

On June 25th, the **MLF Core Team** met to discuss the status of our ministry's operations. At this time, we feel it is not prudent to resume service as we had hoped to do on July 6th.

The recent spike in Bexar County COVID 19 cases and hospitalizations led us to this decision. We are still preparing bagged meals to be delivered to partner agencies in San Antonio that have staff in place to distribute the meals. We are limiting the number of people in the kitchen at this time. We are not able to accommodate any drop in helpers. We will keep you informed of the latest developments, and alert you when an exact reopening date is determined.

In the interim, we do ask for your continued prayers for our ministry and our brothers and sisters in need who are struggling at this time. Please email any questions or concerns that you have to mlfnw@sfasat.org.

Julie Mellin, MLF Volunteer Coordinator □

Special Intentions Leader

The **MLF Core Team** would like to begin an organized way of praying for special intentions for our volunteers as well as our brothers and sisters in need. Several times in my volunteering experience, I have been asked to pray for someone. It would be wonderful to

share the names and stories with other **MLF** volunteers who could join in prayer for these intentions. The details of how we will do this are still incubating but we have our newsletter, **Facebook** and website at our disposal as resources for this aspect of our ministry.

If you think you could be this leader for our ministry, email Julie Mellin @ volunteermfl@gmail.com.

Meal Preparation Procedures -

Revised June 10, 2020

Prior to starting prep, EVERYONE ENTERING the kitchen should be wearing a mask and complete information in the sign-in log.

Please have one team member: 1. Use the sanitizing spray to wipe down all touch points in the kitchen; and 2. Record the temperature of the main refrigerator in the prep room, the walk-in cooler, and the freezers in the back clothing storage area.

The log book for the walk-in cooler, refrigerators, and freezers is located on the door of the freezer in the kitchen. Since the various refrigerators and freezers are numbered, enter the proper freezer / refrigerator number, date, and temperature in the log book.

If the temperature is out of range, inform the **Core Team** [mlfnw@sfasat.org] or **Glenn Darilek** [gtdarilek@gmail.com].

If there are any general maintenance issues in the kitchen or other **MLF** areas (e.g. leaks, electrical problems, etc.), contact the **Core Team** [mlfnw@sfasat.org].

Prep Start

- All prep team members need to wash hands and wear a face mask and gloves. Gloves are located in the corner cabinet above utensil drawers or next to the handwashing sink.
- All prep members should have head covers, hats, or hairnets.
- Sanitize tables with food safe bleach/water spray and wipe down.
- Check the meal calendar on refrigerator for the appropriate number of meals for your run.

Drinks

- During bagged meal service time, use only bottled drinks or juice boxes.

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Turkey & cheese sandwiches

- Use one slice of cheese, 2 slices of turkey, and then bag in zip lock bags.
- Use cheese and turkey from main kitchen refrigerator first. Once that is depleted, cheese and turkey from the walk-in cooler are used. If any is left at end of prep, bag turkey in a sandwich bag, cheese in a bread sack.
- Bread is stored in white freezers. Additional bread is in back freezers in storage area.
- Sandwich bags are in cabinet near the stove or on back shelves in storage area.

Peanut butter & jelly

- Frozen bread is easier to spread ingredients on.
- Peanut butter on one side of bread with jelly on top. Add top slice of bread after spreading jelly.
- Open jelly jars or squeeze bottles are in refrigerator and peanut butter is on shelf in cabinet next to stove.
- If you run out of either, extra supplies are on shelf in clothing area, to the left of the door on shelves
- If squeeze jelly is not in stock, use potato masher to loosen jelly from jars once you dump it from jar into tub.
- Bag sandwiches with zip lock bags.

Fruit

- Evenly split up the number of meals between bananas, apples and oranges, unless the bananas are very ripe, then use as many as your run requires.
- Wash apples before bagging in meals.

Chips

- Boxes of chips on shelf in clothing storage area.

Desserts

- Most desserts are stored in the silver metal cabinets in the clothing storage area.
- Other desserts are stored in the walk-in cooler. Use any desserts in the cooler first.
- Use one package of sweets per meal.
- If no pre-packaged items are available, use cookies. One serving is three cookies per baggie. Use the smaller zip lock bags, 4x6.

Eggs

- Add 1 egg per meal bag. Some teams will leave the egg out of the bag and deliver the boiled eggs in a carton. Check with your team leader before including them in the meal bag.

Other

- Mini-bags of carrots are stored in the walk-in cooler. When available, add one bag of carrots to each meal.
- Include one condiment package in meal bags.
- Include one box of raisins per meal bag, when available.

Boxing for delivery

- Use large boxes for meal drop off
- Use plastic bins for GCC & St Stephen's meal drop off
- If no large boxes are available, use small black trash bags from the back storage area

General Housekeeping

- Once all prep duties are complete, sweep the floor in the kitchen.
- Wash any dishes, tubs, cutlery, etc. used during prep. Follow the sanitizing instructions posted on the cabinet to the right of the double sink.
- Place all wet towels on the drying rack or in the laundry basket.
- Wipe down the tables and counters with food safe spray.
- Remove all trash and recycling materials (including cardboard boxes) from the kitchen and deposit them in the commercial garbage dumpsters.
- Have one person wipe down all touch points (including the bathroom, walk in area and back storage area) after others have left the kitchen.
- Mop the floor if it needs it.

Contact Us

St. Francis of Assisi Catholic Church
Mobile Loaves & Fishes
4201 De Zavala Road
San Antonio, TX 78249



Email: mlfnw@sfasat.org



MLF website: www.sfasat.org/MLF/index.htm

MLF News files: www.sfasat.org/MLF/mlfnews.htm

A Quick Reminder...

- **Team Captains should notify mlfnw@sfasat.org before canceling a meal run.**
- **Team Captains should sanitize all “touch surfaces” (e.g. door knobs, light switches, etc.) both before and after each meal prep shift.**
- **Team Captains** should record the walk-in freezer and other refrigerators temperature readings in the temperature log book.
- Call the Commissary person (listed on the bulletin board) on duty when you encounter food supply shortages.
- Wear face masks, gloves and a baseball cap / hairnet when preparing meals .
- Ensure that doors to clothing bay and ice machine room are locked after prep shifts.
- Fill-out the [MLF Truck Run Log](#) after deliveries **and** use the bottom section to report any unusual events / problems that occur.
- Report truck maintenance issues / concerns to **David Aguilar @ tgeagle2@att.net**. □