

Food Coordinator Guidelines

Thank you for offering to donate your time for our Build Brigade! Having food at the job site is critical for the event and we couldn't do it without you. *What we are looking for is breakfast, lunch, snacks and water for all three days for 75 – 100 volunteers per day. * This is subject to a couple different things – Depending on which days of the week the event is (if it is during the week there may be less people than if on a weekend) how well populated the area is and how much interest is shown in the project. Most times the first day of an event draws the most people to the site. By the third day the crowd dwindles and we need to keep that in mind while planning out food.

We have a Food Donation letter that we send out to local grocery stores, Wal-Mart, Target Etc.. Restaurants, water distributors etc.. I have attached that letter. We also will take gift cards, these will be used throughout the Build Brigade. If anything is left on the gift cards, we turn them over to the Veteran.

After each day, there may be extra food left. If it is something that cannot be properly stored and safely reused the next day we try to give it to homeless shelter, fire or police, etc..

Beverages - Each day we need to have coolers stocked with ice and beverages. I would say on average a person drinks 3-4 bottles throughout the day. Ideally we can either have cases of water picked up ahead of time, sometimes people will bring cases throughout the day, or a "go-fer" on site can pick it up (use a gift card) Bottles beverages are best, we have had water coolers in the past but I think with the plastic cups, it gets to be too much. Also extra bottled beverages can be used the next day.

Snacks – We try to get fruit, granola bars, chips etc.. donated for the event. Any produce store is good to contact as well as grocery stores. In some cases there is a big distributor (i.e. frito lays) in the area and it is good to approach them for product donations.

Breakfast – In the past we have coordinated with local bakery's to receive assorted breakfast items for the event. (Sometimes they will deliver or arrange a pick up for day old items) Also we contact breakfast restaurants/ cafés, sometimes they will do muffins, donuts, bagels, fruit etc...

Lunch – If we can get church groups or civic groups on board and they will donate a lunch that is a good idea. Sometimes people will offer to bring some items for lunch on their own. That is fine. We just need to coordinate what food will be brought on which day. We do not want massive amounts of food one day and none the rest. Restaurants will usually jump on board as well, either gift cards (where we can order pizza or something) or a full on lunch. It all depends on what they are willing to do.

Trash – the Project Manager or I coordinate with the General Contractor to see if they will provide trash barrels and bags. If so we should have plenty on the site for food trash, there will be a dumpster on site for construction disposal. If they are not providing trash barrels we can either ask people in the area to bring some by or try to get them donated by the local hardware store (or stores that carry such items) Same with recycling, if someone wants to step up and take care of putting out recycling and bringing it

each day to the proper recycling places that is a great job. It is not required on our sites, but we are trying to go “Green.”

Serving food – There are going to be many volunteers throughout the 3 day event. Some are going to want to help with food handling. In this case we need to make sure that there are food serving gloves and hand sanitizer available to keep everything germ free.

If there is a local treat that is popular in that area it is always fun to contact them for donations. (i.e we had the Legal’s Seafood chowder van at a Massachusetts Build Brigade) So you, as part of the local food coordinating team, would know what a popular item in your area is.

*** When coordinating food for a sponsored Build Brigade there are restrictions as to what types of food and which companies can display their sign.***

Sponsored Build Brigade – We have sponsors i.e Dunkin Donuts that contribute a certain amount of money to the project. Therefore they bring product to the event. The protocol for this is a conference call to find out what exactly they are bringing. Then fill in the missing pieces with donations from local restaurants. Example – If it is Dunkin Donuts then we (if they are providing breakfast) stay clear of any competing breakfast items and companies. Also, they may be providing Baskin Robbins ice cream, so in general we stay away from brand name ice cream products.