

# Sunday Cathedral Kitchen

Schedule for team leaders • January - June 2010

## Team Leaders

## Cooks

## Servers

Jan 3	Mar 7	May 2	Bert & Don Miller, 913-9123	Mary Ellen & Tom Brown, 251-3570
Jan 10	Mar 14	May 9	Tom Kelly, 726-0795 wk: 931-7361	Kathy and Bob Sherman, 848-8967
Jan 17	Mar 21	May 16	Rita & Bob Englum, 257-8039	Helen & Jeff McReynolds, 255-3441
Jan 24	Mar 28	May 23	Brigid Hughbanks, 626-9186 or Jean Webber, 796-3676	Candace Backer, 254-9356
Jan 31		May 30	Chere Smith, wk: 838-7722 hm: 341-0656	Chris Countryman/Karen Spear 925-0918
Feb 7	Apr 4	June 6	Mona Miles, 283-2864 Vicki Hiquera, 475-0750	Joe Jones, 547-3656
Feb 14	Apr 11	June 13	Kris Thoben, 594-9099	Barb Gryna, hm: 569-8902; mob: 372-4438 Donna Sullivan, hm: 8460281; mob: 408-8718
Feb 21	Apr 18	June 20	Lauren Basile, 475-9526	Mary Hasser, 253-7565
Feb 28	Apr 25	June 27	Aga Morgan, 264-2611 mobile: 917-647-8106	Maureen Marshall-Doss, 466-0642

## Contacts

Cathedral Kitchen	632-4360
Cathedral Parish Office	Diana Hay, 634-4519
Weekday Coordinator	Dr. Margie Pike, 972-4824 mob: 695-3562
Weekday Leader	Gary Favrot, 873-2675
Weekend Coordinator	Tom Brown, 251-3570
Food Acquisition	Mona Miles, 283-2864
Volunteer Coordinator	Lauren Basile, 416-9526
Treasurer	John Schaffner, 402-9665

## Notes

**Emporium Pick-up:** Pick up pastry at the Illinois Street Emporium, 5550 N. Illinois St., on Saturday at **4:30 p.m.** If you cannot arrange the pick-up, please call Tom Brown several days in advance.

**Supplies:** Coordinate availability of food supplies in advance with Mona Miles. If Mona is absent, please check with Tom Brown.

**Reimbursement:** Cooking team captains may be reimbursed for food purchases by sending receipts to [John Schaffner, 1215 Southbrook Dr., Indpls IN 46240.](#)

**Keys:** If you don't know the combination to the lockbox at the back door of the Cathedral rectory, call Tom or Don. Don't forget to return the keys after you have secured the building.

**Housekeeping:** See Closing Checklist attached.

**Kitchen Notes:** November 25, 2009

The following notes represent conclusions reached at a board of directors meeting on Tuesday, Nov. 17. Please reinforce this attempt toward a higher level of organization with appropriate feedback.

**Facilitators:** A list of team leaders and other Kitchen facilitators is attached. Please review the attached contact list and forward any changes/corrections. **Corrections requested.** Enclosure A

**Checklist:** With Dr. Pike's assistance, we've put together a facility closing checklist. We intend to keep the list on display in the kitchen as a reminder of all of the details which must be confirmed before leaving the facility. Many of the items on the list have been overlooked at some time or another. This will hopefully preclude repeated errors. Please review the list and suggest any changes which come to mind. **Corrections requested.** Enclosure B

**Security:** Recently a cooking team leader asked for a higher level of security at the Kitchen. To meet the immediate need, a volunteer successfully provided his 'confident presence' while we were exploring options with professional security providers. We would like to explore this less formal, more flexible solution further before resorting to professionals. We envision a confident volunteer, armed only with a cell phone, who would cruise the facility, get to know the guests, and temper any contentious situations by simply being observant and ready to call 911 if necessary. If your team needs a higher level of security or if you know someone who would be willing to serve in that capacity, please let us know.

**Response requested.**

**Budget:** The Sunday Cathedral Kitchen receives the great majority of its budgeted income from three private donors and five Catholic parishes, most with a SVDP affiliation. The pledged income is \$7,800/year. Our annual operating expense will be something over \$8,000. A general appeal is not necessary but it should be known that private donations are always helpful. Checks should be addressed to Sunday Cathedral Kitchen and forwarded to John Schaffner, Treasurer, 1215 Southbrook Dr., Indpls IN 46240.

**Volunteers:** High school students who are interested in making a community service contribution are told to contact team leaders directly to coordinate their visits to the Kitchen in advance. Please do everything possible to encourage their interest.

**Needs:** The program is in need of a commercial refrigerator, approximately 20 cu. ft. and a TV for the "day room." Both items could be used. Please contact Tom Brown if you have any suggestions.

**Key box:** Although it seems to work well most of the time, at least two teams had trouble getting the key box open recently. The box will be replaced before the end of November to save the possibility of further confusion.

**Origins:** Chris Countryman and his wife Karen Spear recently volunteered to replace Bill Hittner and Debbie Maley as team leaders. Chris, one of the original founders of the Kitchen operation, confirms that the Kitchen served its first meal on March 10, 1983. In round numbers those 26+ years make about 1,400 weekends, something in the vicinity of 140,000 meals. Not to mention the many other meals and services provided by volunteers from the Cathedral parish during the week, and more recently from the high school students on Saturdays. We acknowledge his and the efforts of other founders, Bill and Fran Quigley, Jim & Alice McGovern, and Mary Oglesby, all except Fran, now deceased. Thank you founders. If the Kitchen is still thriving, it's because you're still keeping an eye on things.

Please send your response to the above to Don Miller, millerd@iquest.net.

Thank for your consistent support, dm

Enclosures:

- A. List of Facilitators
- B. Closing Checklist

**Sunday Cathedral Kitchen, Contacts** November 2009

Candace Backer  
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254-9356  
Immaculate Heart of Mary

Lauren Basile  
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475-9526, wk  
St. Thomas Aquinas

Mary Ellen & Tom Brown  
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Chris Countryman/Karen Spear  
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Our Lady of Mt. Carmel

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Christ the King

Diana Hay  
Executive Assistant  
SS. Peter & Paul Cathedral  
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St. Thomas Aquinas  
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St. Thomas Aquinas

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No affiliation

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No affiliation

Richard Mueller  
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251-1084  
St. Andrew

Dr. Margie Pike  
CK Breakfast Prog. Coord.  
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SS. Peter & Paul Cathedral

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St. Pius X

Chere & Ray Smith  
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alternates:  
Loraine Tatum, 839-4996  
Pat McDonald, 839-3717  
St. Susanna, Plainfield

Donna Sullivan  
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Our Lady of Mt. Carmel

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Immaculate Heart

Joan Webber  
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St. Simon

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St. Pius X

Jim Witchger  
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St. Pius X

## **Team Leaders**

### **Cooks**

Miller  
Kelly  
Englum  
Hughbanks/Webber  
Smith  
Miles/Hiquera  
Thoben  
Basile  
Morgan

### **Servers**

Brown  
Sherman  
McReynolds  
Backer  
Countryman  
Jones  
Gryna/Sullivan  
Hasser  
Marshall-Doss

## **Board of Directors**

Lauren Basile  
Tom Brown  
Mona Miles  
Don Miller  
John Schaffner  
Cheri White  
Jim Witchger

## **Sunday Cathedral Kitchen**

### **Closing Checklist**

November 2009

- Keep sink drains as free from debris as possible.
- Store leftover food.
- Clean & return kitchen hardware to designated locations, face down.
- Clean & return coffee pots and cold drink container.
- Turn off stove burners & ovens. Insure pilot light is burning.
- Clean stove top & kitchen surfaces.
- Clean dining & serving tables. Return brown serving tables to TV room.
- Clean floors, foyers, stairs, dump mop water, store cleaning tools.
- Clean restrooms, replace TP & handsoap.
- Dump boxes & trash, reline trash containers.
- Clean glass doors and pick up exterior entrance as needed.
- Check stairwells for sleepers.
- Secure, interior & exterior doors. Secure North door with allen wrench.
- Turn off lights.
- Secure keys in lockbox.

**MAINTAIN TIGHT KEY CONTROL AT ALL TIMES.**