



XENO CAFE

POLICIES & GUIDELINES

Note for Leaders: All Saints is serving at Skyline Terrace, 1212 W. Ben White Blvd. As a leader, be sure you have coordinated with Sonya Menges (smenges@allsaintsaustin.org) and Meghan Hein at Foundation Communities (meghan.hein@foundcom.org). The leader should arrive at 5:15PM to sign in at the front desk, meet up with the Host from the facility, and open the back doors in the kitchen. Volunteers may park in the parking lot behind the building and enter through the back doors.

Before the meal:

- SUPPLIES:** One volunteer should pick up supplies from All Saints (in labeled tote near pantry in kitchen) and food from catering location (contact Sonya Menges for location).
- SIGN IN:** All volunteers need to sign-in with the Host in the dining area when they arrive (no need for front desk check-in).
- NEW FORMS:** New volunteers need to complete a volunteer application/agreement the first time they serve. Check with Host for form or contact Sonya Menges for form ahead of time.
- CLOTHING:** Wear closed-toe shoes and respectful clothing.
- FOOD:** Due to city code, food must be cooked and prepared off site. (For example, you may put together pre-made ingredients for a salad, but not cut the tomatoes on site). Ovens are available for warming up pre-cooked food. Serve cold food on trays of ice (you will have to bring ice).

During the meal:

- GLOVES AND SHOES:** Volunteers serving food must wear sanitary gloves and closed-toe shoes.
- CHILDREN:** Children may serve if accompanied by an adult (minimum 1 adult per 2 children)
- CONVERSATION:** Use good judgement in your conversations with residents (i.e. don't share too much personal information, don't offer gifts)
- SHARING FAITH:** Due to program guidelines, refrain from proselytizing (e.g. preaching during the meal, asking residents to join in corporate prayer). Private two-way conversations about faith are welcome.
- PHOTOS:** Photos can be taken of the group serving, but do not take photos of residents. Photos with residents may NOT be shared on social media or publicly without a signed photo release form.
- HELPFUL TIPS:** Our goal is to cultivate community. Resident demographics may include individuals with low-incomes, physical and/or mental disabilities, who have experience homelessness, or are in recovery. Residents are independent and may come and go as they please. Please do not accompany residents to their apartments.

After the meal:

- CLEANING:** Surfaces need to be wiped down with Clorox wipes. Trash/recycling taken out.
- FURNITURE:** Furniture needs to be moved back to its original location.
- LEFTOVERS:** Leftovers can be distributed to residents and should not be left on-site.
- SUPPLIES:** All supplies and leftover food must be taken back to All Saints.