

UWSOM FMIG ROOTS Breakfast Program

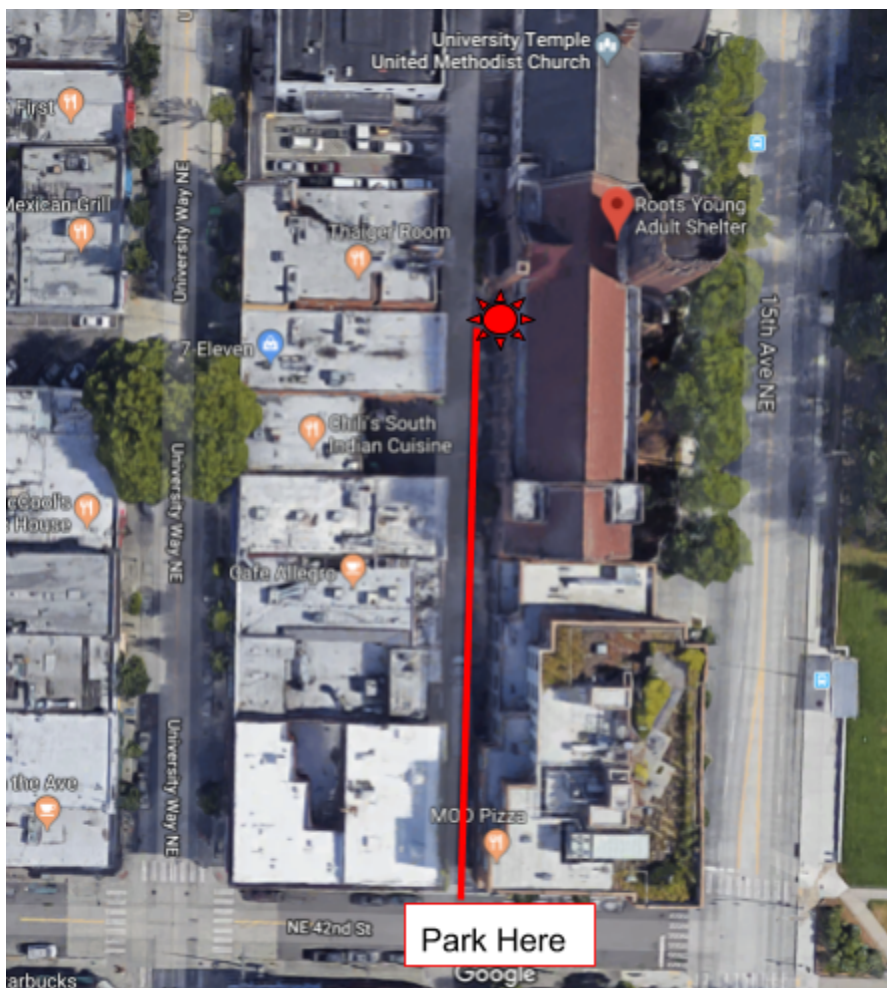
What is ROOTS

ROOTS is a non-profit youth shelter that opened in 2000. It has space for 45 beds and provides guests with dinner and breakfast. For more information go to <http://www.rootsinfo.org>

Where is ROOTS

Address: 1415 NE 43rd St. Seattle, WA 98105

There is free street parking in front of/across the street from Mod Pizza close to ROOTS. There is also some parking on 43rd and around the area. ROOTS is hidden in an alley about half way down across from Cafe Allegro. See map below, aim for the red sun. There are big blue doors that you will see up some stairs; quietly knock on the door and the night supervisor will let you in and guide you to the kitchen on the left hand side.



What does UWSOM FMIG do at ROOTS

University of Washington School of Medicine (UWSOM) Family Medicine Interest Group (FMIG) provides organizational and leadership support for groups of UWSOM students to cook breakfast on a monthly basis at ROOTS during the school year. During the summer FMIG organizes groups to go for single sessions to cook at ROOTS. FMIG also organizes a biweekly coffee cart that raises money to allow for student volunteers to get reimbursed for their breakfast purchases.

What is Expected of You

First off, thank you for volunteering!! You are expected to coordinate with your team ahead of time about who will purchase breakfast items. Arrive on time and help your team prepare breakfast. Be warm and kind to the guests, don't be afraid to make conversation with them. If you have questions, please ask the staff. Clean-up, wash, and put away all of the used items. Have fun, enjoy this time with your classmates and ROOTS staff and guests.

If you are not going to be able to make it, please email your team and the ROOTS leadership as soon as you know. We want to be able to fill any absences so that your team isn't short staffed.

Time Schedule

Sunday - Friday

- Arrive: 6:15
- Kitchen windows open: 7:00
- Clean up starts: 7:45
- Kitchen windows close: 8:00
- End: 8:15

Saturday

- Arrive: 7:15
- Kitchen windows open: 8:00
- Clean up starts: 8:45
- Kitchen windows close: 9:00
- End: 9:15

How to Prepare

There is food at ROOTS, however, what is there can be hit or miss. There will always be coffee. Generally there is milk, cereal, and bread items of some sort. At times there is an abundance of eggs, other times there aren't any. There generally aren't any meats, fruits, or vegetables. Condiments, including hot sauce and syrup, are sometimes available. Basically, the contents of the kitchen can vary greatly.

Your team needs to decide what you really want to serve, and assign someone to purchase those supplies, remember that one member of your team can be reimbursed up to \$20 per session. For the other parts of the meal, you can decide what to serve based on what is available in the kitchen. The meal doesn't have to be fancy, but something hot is generally very appreciated by the guests. Some guests have food allergies or other dietary restrictions, so please make sure there is some variety available.

Once You Arrive

Please arrive on time. The first team member to arrive should sign the whole team in. Ask a staff member where to sign-in. The system used at ROOTS is volgistics. The UWSOM account pin is 1175, enter the number of team members you expect to be there that day.

Gather as your team in the kitchen and investigate what food is available to add onto what you already brought. The breakfast fridge is the fridge on the right side of the food service window, it is closest to where you entered the kitchen. The cereal, pancake mix, and other dry good can be found on the shelving on the far left end of the kitchen. Usually this is also where you can find peanut butter, jelly, ketchup, and sometimes other condiments. The coffee maker is located on the back shelf, you can't miss it. Be sure to start the coffee early, you will want to make a lot.

Once you have figured out what to make, assign tasks to team members, wash your hands and get cookin. You should have breakfast ready by 7am (8am on Saturdays).

How Much to Prepare

- Prepare food for 50 people, 45 guests plus staff
- Coffee: Fill the carafe, about a pot and a half, and have another pot ready and warming for when you run out. You will go through at least three pots but likely more.
 - It can be helpful to have one pot of water warming for if someone wants to make tea or for when you need to make more coffee.
- Eggs: 3 dozen eggs usually is a good amount
 - Making the eggs scrambled in batches seems to work well
- Bacon/Sausage: 3-4 packages
 - Place the meat in one of the metal cooking containers with foil on the bottom.
 - Bake in the large oven at 400F for 20 minutes.
- Pancakes: a lot!!
 - Use the several of the electric griddles, located under the back counter towards the back of the kitchen.
 - Make sure the outlet you are using works.
- Hashbrowns or tatar tots: two packages
 - Place in one of the metal cooking containers with foil on the bottom
 - Bake in the large oven at 400F until they are crispy
- Fruit: whatever you can afford

- Fruit is expensive but greatly appreciated if you are able to bring some
- Bags of small oranges or bananas can be good options

Setting Up Food Service

- On the window there should be:
 - Cereals (whatever variety is available)
 - Milk
 - Bowls
 - Sugar (there is generally a blue bottle full of sugar, to refill the sugar there is a large metal drawer under the food service table with a bag of sugar in it)
 - Condiments and butter as appropriate for the meal
 - You can place a butter knife with the condiments that need one but guests are not allowed individual knives.
 - Coffee carafe
 - Coffee cups
 - Creamer - another milk if there isn't creamer
 - Juice if available
 - Water - there are generally pitchers available to put some water in
 - Cups for cold beverages
 - Any other food items that you want to be self-serve
- On the food service table
 - Hot food being served along with anything else you want to serve individually, such as donuts
 - Plates
 - Silverware
 - If you have time it can be nice to make a bunch of forks and spoons wrapped in a napkin to give to guests as they request them.
 - We have been asked not to put the silverware on the window so that it doesn't get contaminated from multiple different hands reaching in.

Serving

- Greet the clients and tell them what options are available that morning
- Help them to get the items they would like
 - Based on how much you prepare, decide what appropriate portion sizes are to allow all guests to have the opportunity for hot food.
- If it seems like you will have some leftovers you can make small togo sandwiches or packages.
 - There is tin foil and saran wrap available

Cleaning Up

- Any leftover food should be wrapped-up, labeled with the contents and date, and put in the breakfast fridge.
- Wash dishes
 - Read the directions on the dishwasher before using!!!!
 - Clean off and rinse all dishes before they go in the dishwasher
 - If a guest is helping to wash dishes that day, find out how you can best assist them
- Put dishes away
 - Please DO NOT dry the dishes, the health department prefers that they are air dried.
 - Put the dishes back where you found them.
- Wipe down the counters and put away any equipment you used

Before You Leave

- Make sure that you have cleaned up everything from that morning, including the coffee.
- Sign-out of volgistics
- As you leave, please do not let anyone back into the building. Once guests leave for the day they, and anyone else, is not allowed back in. If you have questions, find a staff member.

Food Reimbursement

One member of your team can be reimbursed for up to \$20 of food purchased for each session of ROOTS. Make sure to keep the receipt and take it to Ivan in the Family Medicine office, E304, and he will reimburse you. You can also email him a picture of the receipt at famed@uw.edu and cc: takeller@uw.edu if you are unable to make it to the office.

Questions

Please contact us, the ROOTS leadership team, with any questions

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Thank you for your time and service!!