

## **Matt Talbot Kitchen & Outreach Volunteer Team Onboarding:**

Teams volunteering for meals at Matt Talbot help provide, prepare, and serve. The Matt Talbot team is happy to help supplement the meals with donated food and extra volunteers, but unfortunately the supply is always limited. This makes the function of the volunteer teams absolutely crucial to the upkeep of Matt Talbot's mission!

### **Provide:**

Although the number of meals served varies depending on the time of year, we ask that volunteer teams plan to provide 150 meals. If concerned about the amount of food that should be provided, please reach out to the Matt Talbot team the week prior to the scheduled service to ask for an update on the number of recent meals served. These numbers can also be found on the MTKO website (<https://www.mtko.org/>) by first clicking on the Relieving Hunger tab, then the Hunger Relief Volunteers tab, and finally the Daily Meal Totals tab. The number of meals served tends to increase towards the end of the month as guest's run out of SNAP benefits.

Matt Talbot prides itself in being a community leader for serving well-balanced and nutritious meals. Following the MyPlate model from the USDA, each meal should include an option that aligns with the five core food groups: fruits, vegetables, grains, protein, and dairy. Matt Talbot consistently has milk to serve, so that knocks it down to four food groups that we would like our volunteer teams to focus on. For more information on MyPlate and how to categorize food, please visit <https://www.myplate.gov/>.

As part of our Freshen Your Plate initiative, Matt Talbot is committed to incorporating fresh produce into every meal served. While individuals experiencing homelessness are often reliant on canned goods that require no refrigeration, we aim to provide a different experience at Matt Talbot—one that offers a comforting, "home-cooked" meal to help our guests escape the daily hardships they face. Though it might sound cliché, the phrase "you are what you eat" truly resonates with us. We want our guests to feel fresh, not canned or frozen. While we are fortunate to receive some fresh produce from the Food Bank of Lincoln, many other organizations are seeking the same supplies, often limiting us to canned goods. This is why the role of our volunteer teams is so vital in helping us fulfill our mission.

With funding from the Community Health Endowment and the support of our guests, the Freshen Your Plate Initiative requires each meal served at Matt Talbot to include fresh fruits or vegetables - or both! To help us meet this requirement, we ask that volunteer teams include these fresh items in their meal plan and communicate their ability to provide a fresh item in advance so we can plan accordingly. Canned goods are still accepted donations, but we now reserve them for the Choice Pantry or for food donations through our Outreach team. Although frozen and canned produce is still of great use and graciously accepted at MTKO, the benefits of having fresh produce can significantly improve the diet and overall health of the population being served. Frozen produce is less concerning although some nutrients have been shown to decrease in quantity after a product is frozen. More importantly, MTKO would like to cut back on the canned produce that it serves due to the excessive preservatives used to keep these types of products fresh.

If you need ideas on how to incorporate fresh fruits and vegetables into meals without breaking the bank, please feel free to reach out to our kitchen staff. Thank you for your continued support and dedication to this important cause!

### **Prepare:**

To prepare for meals we recommend having at least 8-10 volunteers for help. Matt Talbot has a commercial kitchen with equipment including two large convection ovens, 6-burner gas stove with oven, braising pan, pasta cooker, holding oven, table top commercial mixer, commercial food processor, walk-in and reach-in refrigerator, walk-in and reach-in freezer, commercial ware-washing unit, commercial can opener, garbage disposal, microwave, and commercial ice maker. Additionally, there are an assortment of large pots, pans, cooking trays, utensils and serving bowls, but volunteers are also welcome to bring their own equipment from home.

Where to prepare the meal is up to the discretion of each individual volunteer team. Most teams prepare the majority of the meal at the Matt Talbot center where they are able to take advantage of using the dish-washing machine. However, volunteer teams are welcome to prepare the meal at home or in another kitchen as long as food safety standards are followed.

Volunteer teams will also be responsible for serving coffee and milk during meal times. It is a good idea to have a couple of coffee filters ready with coffee before the meal begins.

**Serve:**

Matt Talbot serves lunch from 11:30 am to 12:30 pm and dinner from 5:30pm to 6:30pm seven days a week. Before the meal begins, many teams enjoy leading the dining hall in a blessing for the meal. Matt Talbot encourages teams to have guests be involved in the blessing, but it is never a prerequisite for food service.

Meals are served on a first-come, first-serve basis. It would be awesome to allow guests to serve themselves, but for food safety reasons, we require that volunteers be the only ones serving food. We are able to supply gloves and aprons for volunteers that help limit the exposure of the food being served and promote a food safe environment. We do ask that volunteers change gloves between food preparation and service. When serving the meal, we ask that volunteers track the number of trays they handout which will be needed for filling out the daily report after the meal.

A common concern of teams is running out of food before the hour of service is complete. A great strategy to address this is to have the volunteers on the serving line ask each guest whether or not they would like to receive the food option. It is also important to check the walk-in refrigerator before the meal starts to see what leftover food options are available in case food does run out.

**Attire:**

There is no required uniform for volunteers serving at Matt Talbot. The one requirement is to please wear closed toed shoes when in the kitchen for safety. We would also highly recommend wearing pants and clothes you wouldn't mind getting dirty.

**Cleaning And Closing:**

Depending on whether a team is serving lunch or dinner and during the weekdays or the weekend, cleaning and closing tasks will vary.

**Weekday Lunch:** When the meal is over, teams who are able to stay and assist with cleanup are greatly appreciated. On the back of the daily report, there is a helpful checklist for cleaning the kitchen. MTKO staff will be around to help with cleaning tasks and to answer any questions.

**Dinner and Weekends:** Follow the back of the daily report for closing procedures. Teams serving dinner or on the weekend will need to be prepared to have someone run the dishwasher.

There are three main points to focus on when cleaning. First, all surfaces used for food preparation and service should be cleaned with a sanitizing solution. Second, all trash and recycling created by the meal should be taken out to the dumpster, and trash cans should be relined. Finally, all appliances should be double checked to confirm that they have been turned off. Included with the appliances, the coffee carriers should be drained after dinner to prevent coffee from leaking on the floor. MTKO has a cleaning service that comes at night to sweep and mop the kitchen floor, but if a potentially hazardous mess has been made, please clean it up.

### **Daily Report:**

After each meal, the volunteer team will need to fill out a daily report. Empty daily reports can be found and returned to the yellow folders on the front of the reach-in refrigerator. Matt Talbot uses the information gathered from these reports for several reasons including providing data to donors of Matt Talbot. This makes the accuracy of these reports absolutely crucial for fulfilling Matt Talbot's mission. Although we want each volunteer team to fill out the entire report to the best of their ability, there are four key sections that should be focused on.

First, volunteer teams should keep a running tally of the number of trays handed out during meal time. This number will be used to determine the total number of meals served. Not only is this number crucial for our donors to know, it is also helpful for volunteer teams serving in the not so distant future who might be curious about recent serving numbers.

Second, volunteer teams should create a comprehensive list of all that was served on the menu for the meal. This information is helpful for compiling data for the Freshen Your Plate

campaign which has deadlines for when meals should include fresh fruits and vegetables. It is also helpful for avoiding the repetitive serving of the same or similar meals.

Third, volunteer teams should track whether or not any USDA food was used for the meal. This is helpful for keeping track of what's being used and needs to be replaced in the fridge and pantry.

Finally, volunteers should all print their name and email on the daily report. This information is necessary for MTKO's reporting and is helpful for reaching out in the future.

### **Kitchen Equipment Use and Maintenance:**

#### **Keys:**

Keys to open the pantry can be found hanging on hooks next to the kitchen manager's office. Teams that serve consistently will also receive a fob that will open the back door to the kitchen. Please contact kitchen staff to ask about receiving a fob.

#### **Safety Equipment and First Aid:**

AED: To be used in case of a cardiac arrest. Please make sure to call emergency services as well. Can be found on the bottom shelf near the kitchen door from the dining hall between the holding oven and reach-in refrigerator.

Eye Wash Station: To be used when eyes are exposed to harmful chemicals or smoke. Can be found on the corner wall near the mop station between the dish room and the laundry machines. Instructions for use are on the station.

First Aid Kits: One will be found next to the AED, and another will be next to the eye wash station on the wall. Kits will include bandaids, neosporin, burn cream, a tourniquet, tweezers, scissors, and gauze.

Fire Safety: The fire extinguisher and manual activation for the overhead fire sprinklers in the kitchen are next to the food prep sink near the kitchen manager's office.

#### **Kitchen Pantry:**

Located on the wall nearest to the kitchen is USDA and donated food. All teams are welcome to use this food in their meals. If your team would like food from these shelves reserved, please contact the kitchen staff prior to your meal. Additionally, on top of these shelves are an assortment of spices for teams to use.

In the back corner of the pantry nearest to the walk-in refrigerator is emergency food saved for the Matt Talbot team. Teams may be able to use food from this area, but they will need to check with kitchen staff first.

Along the shelves in the middle of the pantry, are sections labeled and reserved for teams that regularly serve at Matt Talbot to store items for future meals. If your team is interested in having a spot reserved for them please bring it up with kitchen staff.

In the back of the pantry between the team shelves, there is ground coffee for the coffee machine as well as sugar and creamer.

The shelves closest to the laundry machines and dish room contain non-food items used in the kitchen such as plastic cutlery, gloves, paper towel, plastic wrap, styrofoam cups, and plastic bags.

### **Dish Room:**

There is soft water in the dish machine. This reduces the number of repairs to our dishwasher due to hard water build up.

The control for the exhaust hood is over the dishwasher on the north wall. The light switch is on the south wall and the switch for the fan is behind the south door by the hand washing sink.

There is a 4 compartment sink in the dish room. The first sink (to the north) is equipped with a sprayer and a garbage disposal. There is also a garbage disposal included with the sink at the dishwasher.

### **Instructions for Cleaning:**

1. Turn off the dishwasher
2. Drain the water out of the dishwasher
3. Clean the dishwasher filters, spray the inside of the dishwasher and clean out the dump sink. Return the filters to the dishwasher. Run the disposal.
4. Wipe down the tiled walls in the dish washing area
5. Wipe down all the stainless steel including the 4 compartment sink
6. Sweep and mop the floor

### **Dishwashing Machine:**

Setup-

1. Check to be sure the Booster Pump (the silver box located near the floor, lower left of the dishwasher) is on. Red light will be lit when it is on.
2. Open the side entry door and close the drain (the drain lever is located on the right at countertop level just inside the dishwasher. The drain is open when pulled up and closed when down.
3. Close side entry door
4. Push auto fill (auto fill button is located on the control panel. Push right to turn on) When the water stops, you are ready to begin.
5. Turn the power on. (The power button is located on the control panel.) Red light will be lit when it is on.
6. To begin a load of dishes, lift the side entry door and slide the load into the dishwasher. Shut the door. Orange cycle light will be lit while load is in progress. When the wash/rinse cycle stops and the orange light is off, lift side entry doors and pull clean load through.
7. Drying: Racks of trays, cups, silverware and cooking items can dry on the counter to the left of the dishwasher. There is a metal drying shelf located above the dish drying countertop. This shelf holds two racks of clean dishes or glasses. Please put this rack to good use, and always try to avoid towel drying

**Beverage Cups:** All beverage cups are to be washed, air-dried, and stored in the sectioned blue dish racks. Please rinse cups with the sprayer before loading them to be washed. You must allow them time to air dry, and then return the complete rack to its storage slot.

**Coffee Mugs:** All coffee mugs are to be washed, air-dried, and stored in the flat dish racks. Please rinse cups with the sprayer before loading them to be washed. You must allow them time to air dry, then return the complete rack to its storage slot.

**Silverware:** All silverware is stored in the gray 4 compartment silverware bins. Please use all available silverware washing bins (white round ones) in order to spread out silverware and better clean it. Please wash two times. You must allow silverware time to air dry. Without touching the silverware, empty it from washing bins into the 4 compartment silverware storage bins

**Dishwasher Shut Off And Clean Up:**

1. When finished washing dishes, turn the power off. Open the drain (pull the lever up) to allow water to drain from dishwasher
2. Pull out the two filters on the inside bottom of the dishwasher and spray off any food residue. Then replace the filters.
3. Pull out the filter located under the counter on the right side of the dishwasher and spray off any food residue. Then replace the filter. (This filter is a back up to the filters inside the dishwasher and should be somewhat free of residue. If this filter contains a large amount of residue, it is most likely a sign that dishes aren't being properly sprayed off before washing.)
4. Clean off dishwasher countertops and walls and wipe down the whole dishwashing area with a dry towel.
5. Congratulate yourself on a job well done!

### **Holding Oven:**

The holding oven is used to keep all of your hot food between the preparation time and serving time. After you have prepared and cooked each item, place it in a metal insert pan, cover it with foil or stainless steel lid, and place it in the holding oven. It is not to be used to cook or heat your entrees to temperature. It will hold your meal at the proper serving temperature without contributing to cooking the food.

### **Instructions for Operation:**

1. Turn the power switch on. The yellow light will turn on. It will take about 1 hour to get the oven to temperature.
2. Turn the thermostat to the desired setting and close the door. Number 8 setting = approximately 185 Fahrenheit ; Number 6 setting = approximately 160 Fahrenheit ; Number 4 setting = approximately 130 Fahrenheit ; Proper food holding temperature is 140 Fahrenheit or higher.
3. To turn off the holding oven, turn the power switch off. The yellow light will go out.

### **Instructions for Cleaning:**

Use plain water or mild soaps and detergents to clean the inside and outside of the holding oven. Rinse thoroughly, then wipe dry with a clean cloth. Strong detergent solutions, if not thoroughly rinsed, may cause surface staining.



**Hot Table In the Serving Line:**

The hot table is designed to keep your hot food hot while serving. It is not to be used to cook or heat your entrees to temperature.

**Instructions for Operation:**

1. You will need to start the hot table approximately 30 minutes before serving time.
2. Close the drain under the hot table. The drain closer is the red handle to the left of the unit. Remember to turn the handle to the right to close and to the left to open.
3. Once the drain is closed, fill the table with hot water to the red line (3 gallons)
4. Turn the temperature control knob to 6.
5. Cover each section in the hot table with a lid or empty metal insert pan. This will keep the steam in which will help it heat faster.
6. When it is time to serve your meal, remove the lids or empty pans and insert the metal pans containing your meal.
7. To turn off the hot table, turn the temperature control knob to off. Open the drain by turning the red handle to the left. This will allow the hot water to go down the floor drain.

**Instructions for Cleaning:**

Use plain water or mild soaps or detergents to clean the inside of the hot table. Rinse thoroughly, then wipe dry with a clean cloth. Strong detergent solutions, if not thoroughly rinsed, may cause surface staining.

**Cold Table In the Serving Line:**

The cold table is designed to keep your food cold while serving. It is not to be used to chill your entrees.

**Instructions for Operation:**

1. You will need to start the cold table approximately 30 minutes before serving time.
2. Do not add water or ice to the cold table. It is a refrigeration unit.
3. Flip the toggle switch on the right side of the unit to the down position.

4. Cover each section in the cold table with a lid or empty metal insert pan. This will keep the cold in which will help it chill faster.
5. When it is time to serve your meal, remove the lids or empty pans and insert the metal pans containing your meal.
6. To turn off the cold table, flip the toggle switch on the right side of the unit to the up position.

#### Instructions for Cleaning:

1. Use plain water or mild soap to clean the cold table. The drain closer is the red handle to the left of the unit. Remember to turn the handle to the right to close and to the left to open.
2. Rinse thoroughly, then wipe dry with a clean cloth. Strong detergent solutions, if not thoroughly rinsed, may cause surface staining.

#### **Coffee Maker:**

##### Instructions for Operation:

1. Place filter paper into the brew basket and add 1 cup of ground coffee.
2. Insert brew funnel back into the brewer and position the empty carrier under the brew funnel.
3. Turn the main power switch to On.
4. Press the BREW button. Brewing will begin immediately. When brewing starts, the warmer will come on automatically.

\*IMPORTANT: Make sure the coffee container is completely empty or it will overflow. Also make sure the nozzle handle is flipped up or coffee will immediately pour out.

##### Instructions for Cleaning:

1. Carrier liners should be cleaned after each meal.
2. Use only neutral pH cleaners such as dishwashing detergents to clean the units. Do not use cleaners containing alkalis, acids, or harsh abrasives.
3. Use mild abrasive nylon or brass brushes for removing coffee deposits. Do not use steel wool, wire brushes or other abrasive tools that will scratch the stainless steel surface.
4. Let the unit dry naturally after cleaning. Do not use the unit until completely dry.

5. Wipe all exterior surfaces of the unit with a soft, damp cloth using warm water and mild detergent. Warning: before attempting to clean the Warmer Deck, make sure the warmer switches are OFF and the Warmer Deck has cooled down to room temperature
6. Rinse the cleaned unit thoroughly with warm water and let dry.
7. Empty contents from brew funnel, wash and let dry.

### **Braising Pan:**

The best way to describe this piece of equipment is 'it is a great big electric skillet.' Anything you would prepare in an electric skillet you can prepare in this braising pan. Examples would be sauces, soups, stew, scalloped potatoes, browned hamburger, goulash, pancakes, grilled sandwiches, hamburgers, or scrambled eggs.

This unit is not electric. It operates with gas. For this reason, it is not a good idea to store anything on it or in the pan. The bottom remains quite warm from the pilot light.

#### Instructions for Operation:

1. Place your food to be prepared into the pan.
2. Set to desired temperature. This pan heats really fast so you will need to watch the items being cooked closely. Until you become used to the braising pan, I would suggest using less heat at first.
3. Once food is prepared and at the proper temperature, turn the thermostat to off. Use the white plastic scoops to move food from the braising pan to metal insert pans. These pans can then be covered with foil and placed in the holding oven until it is time to serve.

\*IMPORTANT: No grease should be poured down the drain. Please drain into a can and dump in an available trash can.

#### Instructions for Cleaning:

1. Once the food has been removed from the pan, fill the pan with cool water from the available water source.

2. Close the lid and let this water sit for a few minutes to soften any food stuck to the pan.
3. Use a sponge or scraper to clean the remaining food particles from the sides and bottom of the pan.
4. Turn the handle slowly and pour the cleaning water into the floor drain through the bucket provided.
5. Put the pan in the upright position and fill with a little detergent and warm water to complete the cleaning process. This step can be combined with step 2 if the pan is not really dirty.
6. Drain the pan into the floor drain and return it to the upright position.
7. Rinse with clean water and drain.
8. Once again, return it to the upright position.
9. Wipe any spills off the outside of the pan. Rinse thoroughly, then wipe dry with a clean cloth. Strong detergent solutions, if not thoroughly rinsed, may cause surface staining.
10. Dump a bucket of clean hot water down the floor drain and rinse food particles from the drain bucket provided.

### **Gas Range:**

#### Instructions for Cleaning:

1. Exterior and Top Sections: remove, empty, and clean dirt trays. Clean all exterior with a damp cloth. Use soap or detergent if necessary. Rinse thoroughly, then wipe dry with a clean cloth. Strong detergents solutions, if not thoroughly rinsed, may cause surface staining.
2. Burners: Little attention is needed, but if spillage should occur, it may be necessary to clean with damp cloth or stiff brush.
3. Oven Bottom: Allow the oven to cool. Remove porcelain enameled oven bottom. Clean by rubbing with strong detergent and Brillo pad or similar scrubber. "Spill-overs" should be cleaned from the bottom as soon as possible to prevent carbonizing and a "burnt-on" condition. For stubborn accumulations, commercial oven cleaners are recommended.
4. Porcelain Over Door: Allow the oven to cool. The porcelain oven door lining can be cleaned in a similar manner to the oven bottom.
5. Side, Rear, and Top Lining: These should be wiped only with a cloth dampened with a mild detergent and water. Avoid using excessive amounts of water, as this may drip into the burner compartment and deteriorate the metal in that area. Do not use strong

commercial cleaners or abrasive pads on the side, rear, or top linings, as they may damage the finish or leave gray residue.

### **Convection Ovens:**

MTKO has two convection ovens. Each oven has an individual OFF/ON switch. On one or both ovens (depending on your need) flip the blower switch up to turn the oven on. Flip the switch down to turn each oven off.

### **Pasta Cooker:**

This equipment may be used for cooking all types of pasta, either dehydrated or frozen. It has its own water source and floor drain.

#### Instructions for Operation:

1. Turn the blue handle found inside the pasta cooker clockwise to close the drain
2. Turn the black handle on the front of the appliance counterclockwise to fill it with water. Fill until water reaches black line on the wall of the unit and turn the black handle clockwise to stop water flow.
3. To turn on the heat for the unit, press the I/O button on the top left hand corner of the appliance. Initially, the appliance will enter simmer mode which is seen in the display window as Sinn. This mode is useful for keeping the water warm before cooking. This mode will also help conserve the water in the unit. Please do not turn on the heat until water has reached the fill line to prevent damaging the appliance.
4. When ready to cook, press the I/O button on the top left hand corner of the appliance again until the display window reads Boil and lower the basket with the pasta into the appliance.
5. When the pasta is fully cooked, hold the I/O button to turn off the appliance and turn the blue handle found inside the appliance counterclockwise to drain the water from the unit.

#### Operation Recommendations:

- When no pasta is in the appliance, bring the water to a boil. After the water is boiling, place the basket with the pasta into the appliance and turn the mode back to simmer. This should help control the cooking process and prevent over boiling

- Do not press the number buttons on the appliance unless you are familiar with them. They are preset cooking timers that will automatically switch the appliance between simmer and boil.

#### Instructions for Cleaning:

1. Remove the metal grate and clean out any pasta that may remain in the tank. The burners will remain hot for some time, so please use care when cleaning.
2. Clean the inside of the tank and the grate with a damp towel. Clean all exterior with a damp cloth. Use soap or detergent if necessary. Rinse thoroughly, then wipe dry with a clean cloth. Strong detergent solutions, if not thoroughly rinsed, may cause surface staining.

#### **Exhaust Hood and Light:**

The On/Off switches for the hood and light are located at the east end of the hood. When not cooking, please make sure the hood is turned off.

#### **Use of Our Many Sinks:**

**Hand Sink in the Kitchen:** This is the sink that should be used for everyone working in the kitchen to wash their hands before and during food preparation and before serving meals.

**Food Prep Sink:** This sink is designed to be used when preparing foods that need to be washed. There is no garbage disposal, so please make sure you use the strainer in the sink. This strainer should be dumped in the trash after using these sinks. This sink is not to be used to wash dishes, pots, or pans. Additionally, this sink should only be used to prepare produce and not raw meat. This sink is located on the wall closest to the kitchen manager's office.

**Drink Station Sink:** The small sink at the drink station should be used when making drinks such as powdered lemonade. It can also be used when filling the hot table with hot water. This is not a hand sink and should not be used to wash dishes, pots, or pans. This sink is located next to the coffee makers.

Four Compartment Sink in the Dish Room: The sinks running north to south are - the pots and pans clean up sink, the wash sink, the rinse sink, and the sanitize sink. You can wash dishes, pots, and pans in this 4 compartment sink. If you need to prepare raw meat in a sink, please use the sink with a garbage disposal here and thoroughly clean the sink afterwards.

Hand Sink in the Dishwashing Room: This is the sink that should be used by everyone to wash their hands when working in the dish room or doing the dining room clean up.

### **Garbage Disposals:**

MTKO has two garbage disposals located next to the dishwasher beneath the drain basket and in the four compartment sink in the dishwashing room. The garbage disposal control button is located below each disposal. To use the garbage disposal, press the red button to turn on and the black button to turn off. Please allow the disposal to run a few seconds longer than necessary so that it cleans out the drain. Any draining of cans or food disposal should be done over the garbage disposal. If something unwanted falls into one of the disposals such as a utensil or lid, please use the long handled tongues to retrieve the item. Please do not stick your hand in garbage disposal even if it is turned off because the sharp blade will still be able to cause harm.

### **Ice Machine:**

MTKO has an ice machine, which makes plenty of ice for meal service. The only utensils to be in contact with the clean ice inside the machine are the scoop designated for that purpose. Please do not leave the scoop inside the ice machine because it will be buried under the new ice.

### **Reach-In Refrigerator:**

We've had issues with items going missing from the saved food section in the walk-in cooler. Despite our best efforts, the problem persists. To address this, we are converting the reach-in refrigerator into a Saved Food Area.

If you bring in food or have asked staff to save food for you, it will be labeled and stored in this fridge. Please note that no one should remove anything from this area unless it's their own food or they've requested it to be saved. All items will be labeled with the team name.

**Walk-In Refrigerator:**

Items to be stored in the walk-in refrigerator: larger quantities of donated food that are available for teams to use (when taking food donations, please mark with date and time sticker), food saved for teams that will not fit into the reach-in refrigerator (All items should be labeled with the team name)

Please try to clean up all spills in the walk-in refrigerator.

**Beverage Refrigerator:**

This refrigerator was added to our new kitchen so teams would have a convenient place to store drinks. It is located in the beverage station.

**Reach-In Freezer:**

Items to be stored in the reach-in freezer: frozen food items that you are serving at your meal.

Some of the shelves may be marked for others to use and for our food pantry use. Please try to keep all spills in the Reach-In Freezer cleaned up.

**Walk-In Freezer:**

Items to be stored in the walk-in freezer: Frozen food items you are bringing to the kitchen to serve at future meals (please make sure you mark these items with a SAVE sticker and include your serving date), larger quantities of donated frozen food that is available for teams to use (when taking food donations, please mark with a date and times sticker), and USDA food from the Food Bank of Lincoln. This food can be used by our teams as long as it is not marked "Save"

**MTKO Staff** (Can also be found at <https://www.mtko.org/about/index.html>):

Anthony Bailous, Kitchen Manager

Jenn Boettcher, Events and Donor Engagement Specialist

Michelle Burt, Receptionist

Sonia Chen, Housing Case Manager

Christine Devillier, Housing Specialist



Vicky Drozd, Director of Operations  
Larissa Embree, Communication and Design Specialist  
Clarence Grendahl, LADC, Substance Use Program Coordinator  
Chris Hruza, LADC, Alcohol & Drug Counselor  
David Klitzke, Director of Business and Finance  
Rachel Knutson, PLADC, Alcohol & Drug Counselor  
Sheri Moss, Outreach Specialist  
Victoria O'Neil, Director of Hunger Relief and Volunteerism  
Leanne Pelser, Director of Housing and Outreach  
Ben Quinlan, Nutrition Intern  
Anthony Riley, Community Outreach Specialist  
Alynn Sampson, MSW, Executive Director  
Glenn Schawang, Outreach Program Coordinator  
Brian Smith, Pre-Housing Case Manager  
Liz Weidner, Outreach Diversion Case Manager  
Lori Wellman, Director of Development  
Susie Wilson, MSPH, Director of Marketing & Communications  
La'Shaundra Young, MS, First HOPE Case Manager