

Shared Sunday

*2nd and 4th Sunday of each month
Lunch served at 1:00*

You will need to pick up the key for the Woodhaven Community Room at the Council on Aging office during the week. The number is 508-651-7858.

You will also need to bring a container of cream and half and half.

- **2nd Sunday – Food from Roche Bros.** (617-504-1409 – catering van). The food will come hot, ready to be served. Put in the oven to keep food warm.
- **4th Sunday – Food from Sherborn Inn** (508-655-9521). George Shea will pick up and deliver the food. This food will come cold and will need to be reheated! If you need to contact George, his telephone number is 508-653-8225.

Saturday:

ViviAnn Maxon (651-8106) normally sets up on Saturday. If not, on Sunday you will need to:

- Set 2 tables with 8 place settings each.
- Tablecloths are in the entertainment center (bottom right cabinet).
- Paper plates and napkins are found in the large cabinet (key is in front of drawer to the right of the sink). Use utensils and coffee cups found in the kitchen.

Sunday:

- Arrive by 11:15am.
- If food is coming from Roche Bros., then turn on the oven to 250 degrees to keep food warm.
- If food is coming from The Sherborn Inn, then turn on the oven to 350 degrees in order to heat the food up. It may take up to an hour to reheat the food.
- All food should arrive between 11:15 and 11:30am.
- Put the hot place on the serving table (right bottom cabinet in the kitchen).
- The serving table is the long table next to the piano.
- Start the coffee pot at 12:15pm. The pot is in the right cabinet in the kitchen.
- Fill the pot to 18 cups. Measure 12 Tbsp. of coffee (found in the refrigerator). Put the coffee maker on the right side of the serving table and plug into the surge protector.
- Place the sugar and Sweet & Low packets alongside the coffee found in an upper cabinet in the kitchen.
- The food is placed on the left side of the serving table and the dessert and coffee are placed on the right side of the table.

Cleanup:

- Many residents will clean up their own mess. The utensils, coffee pot and coffee cups need to be washed at the sink. Often times, someone will volunteer to do this task.
- Leftovers are divided among the residents in Baggies or take-home containers. They will do this. Baggies and containers are found in the locked closet. Key for this closet is in the silverware drawer (right side when you enter the kitchen).
- Windows and doors are locked.
- Lights are shut off.
- Please return the key to the COA office during the following week.

THANK YOU SO MUCH FOR YOUR HELP!!