

SOUP LABELING – WVU TOWERS POSITION DESCRIPTION

Contact Mr. David Friend at david.friend@mail.wvu.edu or 304 293 2096 Ext. 4, several days before the luncheon for details on exactly where to report to at WVU Towers.

Two volunteers are needed at the Towers loading dock from 8:30 on Saturday morning until the last soup is delivered to Mylan (approximately noon).

Cheryl Prichard from the Empty Bowls Kitchen Staff will meet the volunteers on the dock at 8:30 Saturday morning to provide the soup lists, tape for labeling and answer any question.

Soups are heated at Towers and transported in multiple 'runs' to the Luncheon Kitchen at Mylan Park. The individual soups are placed in trays, and the trays are placed in insulated cabinets, about 3- 4 trays per cabinet, for transport to Mylan Park. It is very helpful for the Kitchen Workers to know which soups are in each cabinet and which trays contain specific soups.

The Soup Labelers will:

1. Will use the lists of soups provided and indicate which soups are included in the cabinets for each transport and will list, by number, which cabinet soups are located in. Multiple copies of the lists will be provided so it is not necessary to create a new list for each transport.
2. Using blue painter tape, will identify the soup transport cabinets by number. It is this number that will also be included on the soup list for transport.
3. Send the soup lists to Mylan along with the soup transport. This will be given to the kitchen staff to help with organization in the kitchen.
4. Kitchen staff will remove the tape labels on the soup cabinets before returning them to Towers.