

# DOUBLE PORTION

*A Free Meal Offering*



## Our Services:

- Lunch meals served Mondays, Wednesdays (except the third Wed), and Thursdays from 11:30 am until 12:30 pm
- Pantry items including breakfast foods, fruits, vegetables and soups and personal care items.
- Monthly grocery bags for those unable to come to the pantry during regular hours
- Prayer support

## Our Funding:

Founded on March 6, 2003, we are a non-profit ministry of St. Thomas church, supported in partnership with Calvary Bible Church and St. Patrick's Catholic Church. In addition, we are a Feeding America member agency thanks to the generous support of the JJ Keller Foundation, Stock the Shelves program and other community organizations. We welcome financial and in-kind food donations from the community as well.

## Double Portion Soup Kitchen

226 Washington St.  
Menasha, WI 54952

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[volunteer@doubleportionsoupkitchen.com](mailto:volunteer@doubleportionsoupkitchen.com)

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<http://www.stthomaswi.com/ministries/mission-double-portion>

<https://www.facebook.com/doubleportionsoupkitchen/>

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Meal and Pantry Hours:  
11:30 am - 12:30 pm  
Mondays  
Wednesdays (except the third  
Wednesday of the month)  
Thursdays

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Double Portion Soup Kitchen is a ministry of St. Thomas Church, a 501(c)(3) organization.

# Double Portion

Soup Kitchen and Pantry

## Our mission:

**To know Christ, to make Christ known and to serve others in His name by providing a well-balanced meal to those in need in a caring, supportive Christian atmosphere which shows concern for the whole person.**

## Our Inspiration:

**Instead of your shame you will receive a double portion, and instead of disgrace you will rejoice in your inheritance.  
(Isaiah 61:7a)**

*Volunteer Manual*

## How to be a Great Volunteer

Double Portion (DP) is a Christian mission of St. Thomas Church. Meeting health and safety standards as well as Christian values is of utmost importance to us. Your compliance is appreciated.

**Whatever you do, work at it with all your heart, as working for the Lord, not for men. (Colossians 3:23)**

## Let us know when you arrive

- Volunteers should arrive no earlier than 10:00 am on serving days unless specifically asked to by a team leader. We are generally done with our clean-up by 1:00 pm.
- We are happy to sign volunteer verification forms as needed.

## Dress appropriately

- Wear clean, comfortable clothing that you aren't afraid to get dirty.
- Please choose clothing that reflects our values that is modest, covers undergarments and has no inappropriate messages.
- Wear closed-toe shoes with non-slip soles.
- Keep hair up and off of shoulders
- Wear a provided apron and name tag to identify yourself as a volunteer.

## Personal Belongings

- Please refrain from bringing valuables to Double Portion when at all possible.
- We have hooks in the back of the pantry for coats and bags. Please do not leave clothing in the kitchen.
- DP cannot be responsible for lost or stolen items.

## Health and Safety Guidelines

- Please follow the guidelines provided by DP team leaders.
- Hands must be washed before handling food. Disposable gloves must be worn whenever handling food that will not be cooked after handling (e.g. raw vegetables, bread and sandwiches).
- Gloves must be worn at all times when on the serving line or at the bread table.
- Cleaning chemicals are not to be used near food.
- Hair must be kept off the shoulders

## Age Restrictions

We welcome children of all ages to volunteer in some capacity at DP. However, children under the age of 16 must have a parent or guardian over the age of 18 present.

## General Guidelines and Info

- All guests are welcome regardless of age, gender, religion, ethnicity, sexual orientation, or socio-economic status.
- Volunteers are welcome and encouraged to enjoy lunch with our guests. Volunteers may also take items from our pantry home as needed, following the same distribution guidelines as all other guests.
- Treat each guest, volunteer, and church member with respect, as you would like to be treated.
- Maintain the privacy and confidentiality of our guests & volunteers.
- Be cooperative, patient and willing to pitch in with the tasks your kitchen team asks of you.
- Closings due to inclement weather follows the Neenah AND Menasha public schools. If **either** district closes due to weather (snow, cold, etc.), Double Portion will be closed as well.

**So in everything, do to others what you would have them do to you (Matthew 7:12)**