

## ONEG CREW INSTRUCTIONS

2019 - 2020

Please read these instructions CAREFULLY. If you have questions, please ask your captain or [Hospitality Chair](#).

The Oneg is a highly-valued institution at Adat Shalom. It helps us build and nurture our warm and welcoming community by giving us a chance to gather informally on a weekly basis. To make these events possible, we rely on one another cooperating fully in their obligation to serve as hosts **at least two** times a year. Thank you for doing your fair share with a cheerful spirit. We know that everyone who attends this Oneg will appreciate your efforts as hosts.

1. If you are unable to fulfill your Oneg obligation on this date, it is your responsibility to FIND YOUR OWN SUBSTITUTE! Please contact your Captain with the name and contact information of your substitute, please include [ashospitality@adatshalom.net](mailto:ashospitality@adatshalom.net) so the schedule can be updated. **This is your responsibility - not the Captain's.** This will also reduce stress all the way around.
2. Your Captain will be sending you an email introducing themselves as your captain. Please reply to your back to the Captain as soon as possible so that the Captain has time to make sure that the crew is providing a balanced full meal. He/she will also have an idea of the number of people we expect to serve for that Oneg, and whether there are any special arrangements (*e.g.*, in case of a Bar/Bat Mitzvah).

### FOOD GUIDELINES:

**ALL MEMBERS ARE NOW SIGNED UP AS INDIVIDUALS - YOU ARE OBLIGATED TO BRING 50 SERVINGS OF FOOD.** In general, this will be 4 VERY LARGE serving bowls or platters. Food suggestions with detailed quantities is attached to this email. Consider making something over a frozen store bought item.

**NO MEAT:** All congregational meals hosted at Adat Shalom are vegetarian/dairy. Please do not bring any meat into the social hall or kitchen. This is the only rule we've been able to identify that provides a practical way to address the kosher standards of our varied congregational members. Your food choices are not required to be Kosher, but please read all ingredients to make sure there are no animal products other than milk, eggs, or fish.

*NO PEANUTS or PEANUT BUTTER:* Due to life-threatening peanut allergies for several members of the community, peanut butter is BANNED from events held in the Adat Shalom building, and from all Adat Shalom events anywhere. Skin contact can be hazardous as well as ingestion. Do not include peanuts in any dish you prepare, and make sure that you check the labels of all the ingredients you use to ensure that none were produced on machines which also process nuts nor include possible traces of nuts.

*LABELING:* Allergies can be life threatening, so labeling is very important. If your dish contains something that someone may be allergic to (*e.g.*, ALL Nuts, Milk, Eggs, Wheat, Soy, Fish, Seeds - sesame, sunflower, and poppy, Spices - caraway, coriander, garlic, mustard, etc.) please include this information on a few cards when bringing it to Adat Shalom.

### **PLANNING FOR YOUR ONEG DAY:**

Be prepared to stay throughout the entire Oneg 9:15 am – 2:00 pm (Some Captains might do a split shift over the summer, or if Torah School is not in session)

Check in with your Captain when you arrive with your food.

**- BEFORE YOU LEAVE THE HOUSE: don't forget to put on your nametag!**

- There are specific instructions listed in the Adat Shalom Kitchen with specific tasks, ask your captain what you should do.
- Plan to be available for both set up and clean up.
- Tell your Captain in advance if, for any reason, you are unable to arrive on time or have to leave early.
- Everyone working together lets us all attend more of the services.
- When there is a lull in the day, **please take inventory using the form on the white refrigerator in the kitchen**, please make sure that someone fills it out (this should only take 10 minutes, you can even do it with a partner or two) Who ever has their phone, please take a picture of the filled out inventory form and email it to the [Hospitality chair](#) by Monday morning.

THANK YOU!