

Guidelines and Procedures for the Dining Room

Comment: It is MANDATORY that all TWI staff attend each noon meal, Mon - Fri.

TWI consider the meal to be a staff meeting. LCM will normally give life and morality lectures at these meals.

Table Coordinator:	<p>It is the table coordinator's responsibility to oversee the table, making sure that the meal progresses properly and that people have their needs met.</p> <ol style="list-style-type: none">1. Everyone at the table remains standing until the table is filled. Once the coordinator has made a move to sit, the gentlemen at the table may then seat the ladies.2. Once seated, the table coordinator observes the numbers posted on the east and west walls of the dining room. He/she then sends this number of people to the serving line to pick up the food, assigning each person a specific number (i.e., 1,2,3,4).3. Once everyone has returned from the serving line, you may pray together at your table.4. The table coordinator then picks up his/her napkin--everyone else follows.5. The table coordinator asks people to unwrap the food, and beginning with the main course, has the food passed around to the left. Be sure any gravies or sauces are passed <u>after</u> the food that may need them.6. Once all the food and beverages have been passed, the table coordinator starts eating, which is the signal for everyone else to begin. <u>After</u> the food is tasted, the table coordinator has the seasonings passed, one at a time.7. At the appropriate time you may have any food that is left passed around for seconds.8. The table coordinator does not leave the table. If there is a need, the table coordinator will send someone.9. Dessert is not eaten until the main course is finished. The table coordinator indicates when to start. If fresh fruit is the dessert, it is not passed until time to be eaten.
Napkins:	<p>Pick up your napkin after the table coordinator does--open it and place it on your lap. Use it to <u>blot</u> your mouth before sipping your beverage. It is <u>not</u> a handkerchief. If you leave the table during a meal, place it on your chair. At the end of the meal, place it on the table after the table coordinator does.</p>
The Meal:	<p>When food is passed, proportion the size of your serving so there is enough for everyone at the table. If there are seconds, the table coordinator will have them passed. Do not ask for them.</p>
Seasonings:	<p>There are three seasonings on the table: cayenne pepper (red); kelp (green, with the larger shaker top); and vegetable salt (green, with the smaller top).</p>
Roll Away:	<p>Follow the instructions from your table coordinator. Wait to be dismissed by the table coordinator before leaving the dining room.</p>