



Ronald
McDonald
House®
Chapel Hill

Keeping families close™

Family Meal Program Handbook

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Family Meal Program

The Ronald McDonald House of Chapel Hill provides a “home-away-from-home” for families of children who are receiving health care at area hospitals. The House offers physical comfort and emotional support through programs dedicated to the well-being of the whole family. The Family Meal Program offers volunteer groups the opportunity to extend needed support to these families by providing and preparing a meal at the House.

Family dinners are served at our House every evening of the week at 6pm. Brunch is also served on Saturday and Sunday at 10:15am. A meal group size of 4-10 volunteers is appropriate. The maximum group size is 10 volunteers. Groups should plan to serve 45-50 family members for dinner and 30-35 for brunch. We ask our volunteers to understand that these numbers are strictly estimates. The actual number of people attending a given meal varies greatly, even when the House is full. Bear in mind, that whether the food is eaten at mealtime or as leftovers, it will be eaten and is very much appreciated.

Your group may choose to cook at the House, cook at home, or as with most groups—do a combination of the two. Options also include ordering takeout. Feel free to be creative or bring your own family favorites! Anything that can be easily stored and reheated is best. **In all cases, food must be packed and transported appropriately, with food safety in mind.**

As you plan your menu, please keep in mind:

- The number and cooking experience of those in your group
- The size and layout of our kitchen, oven and refrigeration space, and time constraints
- The logistics of getting the food to the House in a safe manner
- You may be sharing the kitchen space with House guests
- Meals are served buffet-style with families serving themselves

We ask that volunteers and volunteer groups not solicit donations on behalf of Ronald McDonald House to support/fund their meal. It is acceptable to ask for a donation from someone you have a personal relationship with. The donation would be to your group for the purpose of providing a meal to the families staying at the Ronald McDonald House.

One designated leader from the group must complete our on-site kitchen orientation prior to the meal date. This orientation will review meal procedures and food safety guidelines that all group members must follow.

Most groups arrive at the House around 3:30pm for dinner and 9am for brunch to begin food preparation. If you wish to arrive earlier or later than this, please notify us.

Our kitchen is equipped with two electric residential ovens, and stocked with basic equipment, pans, cooking and serving utensils, including electric buffet warming trays. We have china plates and glasses. If your group prefers to make clean-up easier and quicker, you may provide paper plates, cups and plastic ware. We provide napkins.

We have a BBQ grill that may be used by Meal Program groups. A group that chooses to use a grill is responsible for thoroughly cleaning it when finished (the cleaning procedure is posted). We realize this is not an easy task and is time-consuming. Some groups choose not to use the grill for these reasons. Please notify us at least two days ahead of time if you plan to use the grill. Grills should be used in the open air and never under an overhang of any kind.

The final task of the evening is cleaning the kitchen. **We do expect your group to clean up after the meal.** Family members clear and clean their own tables. **However, the volunteer group is responsible for all other cleaning including packaging leftovers, washing all dishes, cleaning counters, sweeping floors, and emptying the garbage.** Most groups require at least an hour to clean up after dinner and are ready to leave the House by 7:30pm for dinner or 12:00pm for brunch.

Scheduling Your Meal Group Date

- Once you decide that you would like to host a meal at the House, contact Caitlinn LaScala, Meal Program Coordinator at caitlinn@rmhch.org or by phone at 919-945-0403 for available dates and to confirm the date that works for your group.
- You may also see available dates by visiting our online calendar which can be found on our website at: <https://rmhch.org/get-involved/meal-teams/meal-teams-calendars/>. If you see a date that you would like to sign up for, please contact us with your requested date or fill out the online form.
- Your group leader has the responsibility of providing and reviewing this Meal Program Handbook with all group members not attending the on-site orientation. All members of your group must carefully read and be familiar with our Food Handling, Preparation, and Storage Guidelines prior to coming to the House on your scheduled date.
- If you need to cancel on the day of your meal, please call 919-913-2040 and ask to speak to the Manager-on-duty. You should also send a cancellation notice to caitlinn@rmhch.org. If you must cancel, we ask for at least 2 weeks notice. We hope that if it is shorter notice than that, you will make arrangements for a meal to be delivered in your absence.

The Role of Volunteers:

A volunteer at Ronald McDonald House serves the needs of the families who stay here. From time to time, a guest may need someone to talk to and will turn to you. Be a good listener, but remember that it is not your place to offer advice, medical care or spiritual counseling.

Responsibilities:

- Smile and have fun! Your kindness will be remembered long after a family leaves the House.
- Make a commitment to your service here. When you sign up for a meal, we are counting on you! If you are running late or will be unable to fulfill your commitment, please notify us as soon as possible.
- Respect the dignity and privacy of others.
- Be patient. Many families are under a lot of stress and need your understanding. Likewise, your fellow volunteers are all here to help but not all are equally capable. Let's work together!
- Ask a staff member about anything you do not understand and communicate any concerns or suggestions you have.

Guidelines for Volunteers:

- Attire:
 - Dress comfortably but appropriately with closed-toe shoes.
- Confidentiality:
 - Always be aware of the sensitive nature of the information to which you have access. Information about children or their families should not be shared with **anyone**. This applies to information of either a medical or personal nature. You should **never** give information about one child or family to another family without absolute permission.
- Health and Safety:
 - Always wash your hands before and after handling food. **NEVER** give a child anything to eat or drink without checking with the parents for possible dietary restrictions. Follow the food safety guidelines carefully.
- Guests:
 - Parents are responsible for their children at all times. Volunteers do not baby-sit for families. Be friendly, helpful, empathetic and supportive, but do not lend money, give gifts, advice or medical information, and do not offer to transport guests. If you encounter a problem you cannot handle, refer the matter to a staff person immediately.
- Accidents:
 - All accidents must be reported promptly. Should an incident occur, please request the assistance of a staff member as soon as possible.
- Photos:
 - While photos of our families are not permitted without a written release, we encourage you to take photos of your group during your time at the House. Photos of your group members are great to post on social media!
- Personal Boundaries and Professional Conduct:
 - Volunteers shall never take personal responsibility or sole supervision for a guest's child/children for any reason. The child's parent or legal guardian should be with the child at all times in the House.
 - Volunteers shall never enter a family's room for any reason.

- Volunteers shall not exchange personal information (email address, phone number, etc.) with a guest nor engage in a romantic or social relationship with guests.
- Volunteers shall not arrange services for guests through their personal contacts or business relationships.
- Volunteers shall neither solicit guests for personal services or favors nor extend such courtesies to guests. Please reference "Ways to Give" on our website for appropriate ways to support all families here at the House.
- Conduct that is demeaning to guests and undermines the integrity of our volunteer/guest relationship is prohibited. This includes but is not limited to: sharing offensive/lewd/inappropriate jokes, inappropriate touching, making crude or offensive gestures, and making crude or inappropriate comments.
- The Ronald McDonald House encourages all volunteers to maintain emotional boundaries with guest families, both for your own protections and the protection of our guest families. As part of these boundaries, we do not allow you to share cell phone numbers or become friends with a guest family on social media sites. An appropriate way to stay connected is by following the Ronald McDonald House on Facebook, Twitter, or Instagram.
- A key value of the House is equitable treatment for families. Feelings can be hurt if one family is perceived to receive preferential treatment over another by a volunteer. These feelings of hurt can be magnified for families who are under a significant amount of stress. Similarly, special gifts or prizes should not be given out unless it is for all guest families.
- While you are here, a family may approach you with a particular need. If this falls outside your volunteer responsibilities, please refer the family to a staff member.

We appreciate your feedback. After your dinner date, please tell us about your time at the House and any suggestions you might have that would improve the experience for our volunteers. Please send comments to caitlinn@rmhch.org.

Menu Planning

As a general guideline, we ask that all meals include a protein, starch, and vegetable. Dessert and drinks are optional.

Planning suggestions:

- Main dish (it is not necessary to provide both a meat and vegetarian entrée)
- Pasta, rice or potatoes, if not included in the main dish
- Fresh green or vegetable salad and/or vegetable
- Fresh fruit
- Bread/rolls with butter
- Dessert
- Beverages
 - Individually packaged drinks, including bottled water, soft drinks, and juice are easiest to serve. You may also serve large containers of beverages that are poured into cups. There are cups and glasses in our cupboards, but we suggest bringing disposable cups if you would like to use those.

Prohibited foods are as follows:

- Non-pasteurized juice and milk products
- Raw seed sprouts, such as alfalfa sprouts
- Undercooked meat, fish, or eggs
- Alcohol: No alcohol may be brought to the House, including the use of it as an ingredient in on-site food preparation.

Know the ingredients in all foods that you serve.

Ingredients do not need to be displayed, however be prepared to verbally offer a list of ingredients in case of food sensitivities/restrictions.

You may bring paper plates, cups and plastic utensils.

We provide napkins, glasses, china plates and bowls, disposable gloves for food preparation, containers for packaging leftovers, cooking and serving equipment, food warmers for buffet, cleaning supplies, and ice for beverages.

Please note:

We ask that volunteers and volunteer groups not solicit donations on behalf of Ronald McDonald to support/fund their meal.

Menu Suggestions

Dinner Entrées

- Home-style/comfort foods (most popular)
- Macaroni and cheese bar
- Casseroles
- Hot dogs & hamburgers (w/ condiments and toppings)
- Soup & salad bar
- Stir-fry
- Breakfast for dinner
- Pasta Bar w/ various sauces
- BBQ ribs
- Enchiladas
- Baked potato bar w/ all the toppings
- Chili or soup
- International theme
- Turkey, Ham, baked or fried chicken, beef, or pork tenderloin
- Sandwich makings (you can do lunchmeats or have hot fillings like meatball, Philly, etc.)
- Your favorite family recipe
- Most often-served items: spaghetti, lasagna, tacos...please be creative!

Sides

- Raw vegetable platters (1 platter is usually sufficient)
- Grilled/cooked vegetables
- Rice, potatoes, beans chips, dip, salsa
- French fries
- Mashed potatoes with gravy (a favorite!)

Salads/Fruit

- Any salad or salad bar. Fresh greens with sides of fresh salad toppings are popular. Salads may be dressed or dressing may be served on the side.
- Fresh fruit platters (popular with the children and adults)

Bread (if needed, please bring butter)

- Rolls/Muffins
- Loaves of Bread
- Garlic Bread
- Cornbread
- Focaccia
- Pita Bread

Desserts (Families love desserts—especially homemade!)

- Cookies

- Cakes
- Cupcakes
- Pies
- Brownies
- Ice Cream Sundaes
- Ice Cream Bars
- Crisps and Cobblers
- Root beer floats

Beverages

- Bottled Water
- Juice
- Punch
- Soda

*Catered restaurant dishes, take-out, and purchased frozen entrées are always possibilities. A few restaurants families enjoy are:

- Jersey Mike's
- Brixx Pizza
- Moe's Southwest Grill
- City BBQ
- Bartaco
- Panera
- Four Corner's

Brunch Ideas:

Brunch items can be anything from a continental breakfast to more complicated fare, but our families do appreciate a hot meal. Some ideas are:

- Breakfast casseroles
- Pancakes
- Breakfast meats
- Scrambled eggs
- Hash browns
- Sausage gravy and biscuits
- Bagels
- Muffins
- Fruit

We have plenty of coffee, sugar, creamer, and juices are always welcome.

On Your Meal Day

Before you arrive:

- Check that no volunteer has had any recent symptoms of illness, has recently been exposed to a disease, or has a communicable disease. If this applies to a volunteer, they should stay home and not participate in any food preparation.
- Children in your group must be a minimum of 13 years of age and have had chickenpox or been vaccinated for chickenpox.

Arriving at the House:

- When you arrive at the House, check in at the front desk. Everyone in your group must sign in at the front desk and get a visitor sticker.
- Carts for transporting food and supplies to the kitchen are available to use.

Preparing your meal:

- Whenever possible, a kitchen supervisor from the Ronald McDonald House will be assigned to oversee and assist your group.
- If, while cooking at the House, you require any assistance during the evening, you may reach the front desk by dialing “110” on a House phone.
- If using the grills, they should never be set up under an overhang of any kind.
- All members of the group must follow all food safety practices as outlined in the “Food Handling, Preparation, and Storage Guidelines” section of this handbook.

Serving your meal:

- Once the food is prepared, set the food out buffet-style. Refill the buffet as needed, keeping the buffet table and nearby floor area clean.
- Sit down and eat with the families (this is the best part!)

Cleaning up:

- By 7pm (dinner) or 11:15am (brunch), start to clean up. You may begin cleaning up earlier if family members are no longer eating.
- Hand-wash all large food preparation and serving equipment/utensils. Any trays, broiler pans, cookie sheets, or other items damaging to dishwashers should also be hand-washed.
- Put all other dirty dishes and utensils in the dishwasher. Run dishwashers when full. If, during the meal, you find a full, clean dishwasher, it would be greatly appreciated by the families if you empty it (wearing gloves).
- All leftover food should be stored in the provided plastic containers or zip lock bags. Label each container/bag with the **date and contents** (labels provided), and place in the community refrigerator in the Main House.
- No “potentially hazardous foods,” or foods in which bacteria is more likely to grow (see the Food Handling, Preparation, and Storage Guidelines) may remain on the buffet counter after dinner service is over.
- Wipe down the counter tops with disinfectant spray. Sweep the floor. Empty full garbage cans and place new liners in the cans. Break down all boxes.
- Please return all equipment to its original location.

Cleaning Instructions for the BBQ Grill

1. Burn off excess food.
 - a. Set the burner controls to high and close the lid for 3 to 5 minutes (any longer may damage the grill).
2. Turn OFF the grill, open the lid and allow it to cool before proceeding with cleaning.
3. Clean the cooking grids.
 - a. Take off the cooking grids.
 - b. Wash the grids in the kitchen sink with warm water and dish soap. Please use either a washcloth or a vegetable brush to clean the grids.
 - c. Rinse.
4. Clean the savor plates.
 - a. Take off the savor plates.
 - b. Use the vegetable brush to remove stubborn or “burnt on” cooking residue.
 - c. Wash the plates in the kitchen sink with warm water and dish soap.
 - d. Rinse.
 - e. Dry the plates thoroughly before you reinstall them in the cooking bowl.
5. Clean the grease tray receptacle.
 - a. Take out the grease tray receptacle.
 - b. Remove any grease.
 - c. Wash in the kitchen sink with warm water and dish soap.
 - d. Rinse.
6. Clean the inside of the grill lid.
 - a. Grease can have the tendency to build up on the grill lid; remove any grease by washing with dish soap and warm water.
7. Close ALL shut-off valves.

Remaining Four Pages Contain Info that **ALL GROUP MEMBERS** must understand and practice!

Ronald McDonald House of Chapel Hill

Food Handling, Preparation, and Storage Guidelines

Please make sure each person in your group reads the following guidelines very carefully. Many of our children have a low tolerance for germs and bacteria; it is very important that everyone understands and follows these guidelines. Thank you.

Please stay at home if you are experiencing any of the following symptoms: sore throat, runny nose, coughing or sneezing, watery eyes, fever, chills, unexplained rashes, general aches, nausea, vomiting, or diarrhea or if you have recently been exposed to or have chicken pox, shingles, measles, tuberculosis, influenza, hepatitis, or any other communicable diseases. Only children over the age of 13 may accompany your group. They must also have had chickenpox or been vaccinated for chickenpox.

1. If preparing food off-site, only do so if you are healthy and in a clean kitchen setting. Everyone participating in food preparation should be following all food safety and sanitization policies.
2. Take special care in transporting food to the House: Cold food should be packed on ice and hot food should be packed in a thermal pack. Otherwise, your travel time to the House should be no more than 20 – 30 minutes.
3. Wash hands often and well (see attached guide): Clean hands are the most important food safety tool.
4. Never touch ready-to-eat food with bare hands:
 - Use serving utensils to handle food
 - Wear gloves (provided by the House), when doing food prep at the House
 - Important Rules for Using Gloves
 - Wash hands before using gloves
 - Change gloves that get ripped
 - Change gloves that might be contaminated
 - Never wash or reuse gloves
 - Change gloves between working with raw and ready-to-eat foods
 - Throw gloves away after use
 - Wash hands after taking gloves off

5. Clean and sanitize all food preparation surfaces:
- Before using
 - In between preparation of different food items
 - During final clean up

At home, use hot soapy water or disinfectant. At the House, use the supplied DZ-7 disinfectant spray and paper towels to clean work surfaces, serving counters, and dining tables. You may also use provided disinfectant wipes.

6. Keep potentially hazardous foods hot or cold:
- These are defined as foods in which bacteria are more likely to grow.
 - These foods include:
 - Animal products (includes eggs, dairy products)
 - Cooked starches (rice, beans, pasta, potatoes)
 - Fruits and vegetables as follows: cooked vegetables, tofu, sprouts such as alfalfa or bean sprouts, cut melons.

Potentially hazardous food may be kept at room temperature for up to two hours while you are preparing it.

- Keep potentially hazardous foods out of the Danger Zone (41-140 degrees F). Maintain the following temperatures of foods as they are being held and served:
 - Hot food holding temperature= 140 degrees F or higher
 - Cold food holding temperature= 41 degrees F or colder

7. Cook food to proper temperature
- **165 degrees F:** poultry, stuffed foods and stuffing, casseroles, all reheated food
 - **160 degrees F:** pork, ground beef, egg dishes
 - **145 degrees F:** steaks, roasts, fish
 - **140 degrees F:** vegetables hot held; packaged, ready-to-eat food (such as hot dogs and canned chili) that are heated for hot holding
- All meats must be fully cooked (well done). Once cooked to proper temperature, hot-held food must be kept at or above 140 degrees. Thermometers are supplied.

8. Keep raw meat away from other food to prevent cross contamination.
- Wash and sanitize surfaces that come in contact with raw meat.
 - Use a separate cutting board for raw meat.
 - Change gloves and wash hands after handling raw meat.

9. Prohibited foods are as follows:
- Non-pasteurized juice and milk products
 - Raw seed sprouts, such as alfalfa sprouts
 - Undercooked meat, fish, or eggs

- Alcohol: No alcohol may be brought to the House, including the use of it as an ingredient in on-site food preparation.
10. Know the ingredients of your dishes:
 - Some of our families may have questions or concerns of possible food allergies or sensitivities.
 11. Cool hot food as quickly as possible before storing.
 12. Leftover Food Storage:
 - All leftover food should be stored in plastic containers or zip lock bags (provided by the House).
 - Leftover baked potatoes must be cut and cooled before storing. They may not be stored whole.
 - Mark each bag using a permanent marker with the date and contents.
 - Place bags in the community refrigerators (or freezers, if appropriate).
 - All potentially hazardous foods should be properly stored and not left out on serving counters. Families arriving after dinner will help themselves to the food that has been stored in the refrigerator.
 13. Washing dishes by hand:
 - Wash and rinse (instructions below)
 - Air dry (may do final drying, if necessary, with paper towels)

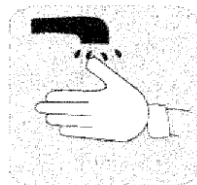
Washing Dishes by Hand

1. Clean sinks and sanitize with disinfecting spray. Rinse with warm water.
2. Wash dishes in hot, soapy running water.
3. Rinse dishes with hot, running water.
4. Air-dry for as long as possible.
5. If needed, finish drying with paper towels before putting dishes away.

Only pots and pans and large utensils, trays, etc. (which are damaging to the dishwashers) will be washed by hand. All other items are washed in the dishwasher.

Hand Washing Instructions

How to Wash You must wash your hands at a handwashing sink that has hot and cold running water, soap, and paper towels (or other single-use drying method). From start to finish, all food workers must wash their hands for at least 20 seconds.



Step 1: Get your hands wet so the soap will work.

Wet

20 seconds

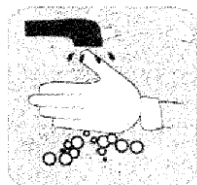


Step 2: Apply soap and scrub. Be sure to scrub under the fingernails, between the fingers, and all the way up to the lower arm. Hands need to be scrubbed for at least 10-15 seconds. Time yourself until you get used to it. This scrub time is longer than most people wash!

Scrub

10 - 15

20 seconds



Step 3: Rinse hands to send the soap suds and germs down the drain.

Rinse

20 seconds



Step 4: Dry hands completely with a paper towel, or other single-use method. Paper towels are preferred because scrubbing with the towel helps remove more germs.

Dry

20 seconds

Tip: If handwashing doesn't take at least 20 seconds, it doesn't count.

Driving Directions to the Ronald McDonald House

FROM THE NORTH (NORTH DURHAM)

- From I-85 south, take exit 174B for US-15 S/US-501 S toward Chapel Hill, and go 0.4 mi
- Slight left at US-15 S/US-501 S and go 3.7 mi
- Take the exit toward Durham Chapel Hill Blvd/US-15/US-501 and go 472 ft
- Keep right at the fork, follow signs for Chapel Hill/US-15 S/US-501 S/I-40 and merge onto Durham Chapel Hill Blvd/US-15/US-501
- Continue to follow US-15/US-501 bypass, go 6.8 mi
- Turn left at the light at Old Mason Farm Rd (if you hit Manning Drive, you have gone too far!)
- The Ronald McDonald House is on the left

FROM THE EAST (RALEIGH)

- From I-40, take exit 273A for Hwy 54 West toward Chapel Hill, and go 0.2 mi
- Merge onto NC-54 and go 2.9 mi
- Go under overpass and take the ramp to N Fordham Blvd/US-15/US-501 and go to light
- Turn right at N Fordham Blvd/US-15/US-501 and go 0.7 mi
- Turn left at the light at Old Mason Farm Rd (if you hit Manning Drive, you have gone too far!)
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FROM THE SOUTH (PITTSBORO, SILER CITY, ETC.)

- Follow US-15/US-501 North
- Continue to follow US-15/US-501, and go 15.3 mi
- Take the ramp onto S Fordham Blvd/NC-54/US-15/US-501 and go 1.6 mi
- Go through the light at Manning Drive and go to the next light
- Turn right at the light at Old Mason Farm Rd (if you hit Manning Drive, you have gone too far!)
- The Ronald McDonald House is on the left

FROM THE WEST (BURLINGTON, GREENSBORO, ASHEVILLE, ETC.)

- From I-40 east, take exit 270 for US-15/US-501 toward Chapel Hill, and go 0.3 mi
- Turn right at Durham Chapel Hill Blvd/US-15/US-501
- Continue to follow US-15/US-501 and go 4.2 mi
- Turn left at the light at Old Mason Farm Rd (if you hit Manning Drive, you have gone too far!)
- The Ronald McDonald House is on the left

Your Notes

Your Volunteer Group

- Children must be a minimum of 13 years of age and if between 13-18 years old must either have had chicken pox or been immunized for chicken pox.
- Ideal group size is 6-10 people
- No volunteer may have any illness or symptoms of possible illness, no matter how minor
- Procedure for canceling dinner – call House and speak w/ staff member.

Designated Lead for Group

- Responsible for scheduling and attending orientation, providing and reviewing orientation materials with all group members, outlining team assignments on dinner night, ensuring that House guidelines as outlined in the handbook and orientation, are followed

Contents of Handbook/Orientation Materials Everyone Must Know and Understand

- Food Handling, Preparation & Storage Guidelines
- Handwashing Instructions
- Washing Dishes by Hand

Menu Planning

- Menu selection
- Amounts of food
- Food restrictions – know ingredients
- Soliciting donations
- Clean Up expectations and option to bring paper & plastic.

On Your Scheduled Date:

- Arrival time (Dinner served at 6pm, brunch at 10:15am – earliest can arrive on wknd 9am.)
- Signing in
- In Kind Donation/Group Sign-in form
- Transferring supplies to the kitchen
- Parking cars
- Call front desk
- General order of events during dinner
- Dinner with families
- Departure and clean

NOTES

Kitchen/Food Handling Orientation Checklist

Your Volunteer Group

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- Departure and clean

Pantry

- House refrigerator (Use large, silver fridge and label w/ date)
- Extra supplies (ask at front desk)

Layout of Dining/Kitchen Areas

- Kitchen layout
- Bathrooms
- Ice machine
- First aid kit
- House phone (dial “110”)
- Dishwashers

- Disposals
- Garbage
- Community fridge
- Items used in cleaning
- Setting up buffet, dessert, drinks

Cleaning

- Sanitizing surfaces (before, during, and after food prep; dining tables)
- Washing hands, using gloves
- Items for the dishwasher
- Hand-washing pots and pans
- Returning items to the kitchen shelves

Cooking

- Thermometers and Monitoring food temperatures
- Warming trays
- Using ovens to keep food warm
- Using ice to keep items cold

Food Storage

- When to start clearing buffet counter
- Packing, marking, & storing leftovers
- Leftover food on the buffet

Use of the House BBQ Grill

- Advance notice required (2 days)
- Guidelines and location for using the grill
- Cleaning the grill
- Checking in with Manager-on-duty when finished with grill

The meal program guidelines have been explained and location of all equipment has been given. I understand that all members of our group must be briefed on these guidelines and that I am responsible for seeing that they are followed.

Meal Team Leader _____(print)_____ (sign)

Date _____

Name of Group _____

Date dinner/brunch to be served _____

Contact Info for Leader _____(email) _____(phone)