

# —MEAL PROGRAM *guidelines*—

## THANK YOU!!

Thank you for your interest in providing a meal for families at the Ronald McDonald House! Having a child in the hospital can be difficult for any family. When you provide, prepare, and serve a meal for our families, not only are you providing a wonderful, home-cooked meal for them to enjoy, but you are relieving them of one worry in their already stressful day.

For more information or to schedule your meal, please call 419-471-4663 Ext. 6113

All food preparation and cooking must be done on RMHC property or in a commercially licensed kitchen in order for us to comply with health and safety regulations.

## YOUR VOLUNTEER GROUP

Groups are limited to 6 or less volunteers. If children are in your group, then adequate supervision must be provided.

## NUMBER OF SERVINGS TO PREPARE

The number of people that attend meals varies. The general estimates of how many people for which to prepare is 30-40. You should call 2 days ahead and ask.

## MEAL SERVICE TIMES

For all meals, you may arrive up to two hours before your planned serve time for preparation. Generally, breakfast and lunch is not provided. The families help themselves. If you are interested in cooking for breakfast, brunch or lunch, talk with the director of program services for times available. If you require more prep time, or a different serving time, please mention this when you schedule your meal.

## WHAT TO BRING

Please bring all the ingredients that your meal will require. This includes condiments, seasonings, toppings, etc. Before opening your condiments please check our "House" refrigerator and pantry for any open condiments and/or anything you would like to add to your meal. Everything in this refrigerator is donated and is for our families. If you would like to provide beverages or dessert, you are welcome to do so, but certainly

## WHAT NOT TO BRING

We have a very large variety of dishes, utensils, and cookware, including pots, pans, cookie sheets, crock pots, etc. You are welcome to use these items to prepare and serve your meal.

Your group will be using our large volunteer kitchen. There are two commercial-kitchen style ovens. One is a convention oven and the other is a commercial oven/stovetop. We have two dishwashers, a prep refrigerator and freezer and an ice machine. We have a gas grill that is connected to our House gas line. There are microwaves for your use and garbage disposals available for clean up as you go.

## WHAT TO EXPECT UPON YOUR ARRIVAL

We have a gate at the front of our parking lot. Please press the "call" button and someone will let you in the gate. You may park anywhere in the lot and once inside our door, you will need to press the "help" button in our lobby for entrance. Let the staff know you are the meal group here to cook. Once you are inside, you may also ask for a cart to unload your supplies.



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# DINNER GROUPS

## CLEAN UP

- Please clean as you are preparing your meal.
- Wipe down counters, stoves and prep kitchen tables.
- Dirty dishes need to be placed in the dishwashers.
- Pots and pans should be washed by hand, dried and put away.
- Floor should be swept.
- All trash should be taken to the dumpster.

## HEALTH AND SAFETY

- Stay home if you're not feeling well, have had a fever or been exposed to a communicable disease within 24 hours of your scheduled meal time.
- Wash your hands frequently and use the hand sanitizers provided.
- Hair longer than shoulder length should be pulled back.
- Gloves are available to wear during food preparation.



Tobacco products in the House, and/or the use of alcohol or drugs on our grounds is strictly forbidden.

\*\* In the event that your group needs to cancel or change your meal, please give us as much notice as possible so that we can make alternate arrangements for our families.

## INTERACTIONS WITH OUR FAMILIES

It's important to the health and welfare of our families that we respect their privacy and provide a comfortable Home for them.

Please refrain from:

- Inquiring about the condition of the ill child;
- Taking any pictures that include our families without permission;
- Sharing any information about the families, including posting on social media or blogs;
- Giving a gift of goods, services or money to a family, volunteer or staff member.

The Ronald McDonald House is a non-secular organization. You are asked to not share your religious or political feelings, beliefs or practices.

## DINNER GROUP CHECKLIST

Did you:

- Arrange your date/meal?
- Arrange your menu?
- Call 2 days prior to see how many families you will be serving?
- Feel good you helped families during a stressful time in their lives?.



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