

## Guidelines for House Dinners

Our Address: 850 2<sup>nd</sup> St. SW, Rochester, MN 55902

1. Due to the amount of kitchen space, we suggest a volunteer group of 10-12 people actually coming to serve the meal. Parking may be available in our lot, or in front of the house on 2<sup>nd</sup> St. S.W. Please enter through our main entrance and our volunteers can show you to the Community Room. There is an entrance to the Community Room from the parking lot that you can use to carry things in.
2. Prepare food for approximately **30-40** people. Your guests will include our families, parents and children, as well as HouseWarmer volunteers who work on the day of your dinner. It is not possible to know how many people will attend; those who are not able to make the meal will appreciate leftovers later. **Please add your group size to this total**; the families enjoy visiting with our visitors during the meal. We do tell our guest families that they can come and bring a take-out meal with them if they like as an option too. We do have the take-out containers available in our kitchen for this use.
3. Because of the large number of groups who provide dinners, we strongly discourage soliciting the community for dinner donations on behalf of the Ronald McDonald House. Thank you for your understanding.
4. Food should be prepared before you come to the Ronald McDonald House. Our kitchen can be used to heat foods, but full-scale preparation is not suggested due to lack of space.
5. The choice of menu is up to your group. We have found that meals such as traditional evening meals (meat, potato, vegetable) or potlucks work out very nicely. You may also wish to bring salad, bread and dessert for the group. Please notify Sue (252-2161) a week to ten days prior to your House Dinner with your menu. A schedule is posted and an invitation, including the menu, goes out to families before the House Dinner.
6. For our family's health and safety, please serve food that is fresh and not past expiration dates.
7. If you can bring a beverage for the meal it is much appreciated. Juice, milk and punch are always popular. Coffeemakers, coffee and supplies are available for you to use.
8. Food and beverages are to be served on/in paper or styrofoam. We also ask that plastic silverware be used. If your group is able to bring these items it would be appreciated.
9. Your group should plan to serve the meal and straighten the kitchen afterwards. Please wipe down tables and chairs (as needed) in the dining area after the meal.

10. Evening meals are served at 6:00P.M, generally until 7:00P.M. We ask that your group arrive by 5:30P.M.
11. **The House is providing clear, disposable 32 oz. containers for leftovers. You will find them in a bottom cupboard to the left of the sink labeled Food Storage Containers.**
- ***If there are leftovers and you are willing to leave some, we would appreciate your help by preparing:***
    - ***8 containers with a 2-serving main entrée/soup,***
    - ***8 containers with a 2-serving vegetable/salad/potato/pasta***
    - ***8 containers with a 2-serving fruit/dessert.***
    - ***Bread/buns: please leave 2 loaves of bread, 2 bags or buns***
    - ***Please label leftover foods with “House” and the date. The manager or HouseWarmer volunteers will bring the food to the guest floors and put 4 containers of each in refrigerators on 2<sup>nd</sup> floor and 4 containers of each on 3<sup>d</sup> floor.***
  - ***Please take opened condiment containers home with you. This includes: containers of mayo, salsa, jellies, margarine or butter, ice cream toppings, ketchup and mustard. It is difficult for us to use these items in a timely manner by expiration dates (unopened containers or jars can be donated and used more easily at a later date).***
12. Because many of the children at the House are unable to fight off infections, we are very concerned about health standards. Please ensure that no one in your group has been exposed to chickenpox in the last 21 days or had any communicable illness such as mumps, strep throat, measles or other infections. **Anyone who has any of the above illnesses should not prepare food nor come to the House to help serve.**
13. We have nametags for you to wear while here at the House that are labeled 'House Dinner Volunteer'. The nametags will be in the Community Room kitchen for you and your group. Our Relief Manager will give you a House Dinner Survey for you to fill out. We would like you to keep track of how many volunteers help with planning, preparing and serving the dinner, as well as the number of hours that the lead volunteer and co-volunteers put in to plan and serve the House Dinner. Thank you!
14. A reminder, if your volunteer group will include young people, please let them know they will see children staying here who are here because they are sick and dealing with an illness. This illness might affect the way they look and the way they walk and the way they feel. Some children won't have hair, some might be using crutches, and some might be in a wheelchair. Please discuss with your youth before you arrive, so they are sensitive to this while they are here. It can be a part of a learning experience for a youth volunteer group. Thank you.
15. Other items to note: We do not have ice available. You can bring dinner items to our Community Room on the day of your House Dinner. We have a large refrigerator and freezer in our kitchen for storage. We also have two

ovens and two stove tops, as well as a microwave. If needed, you are able to plug in slow-cookers during the day too. We have two dishwashers for you to load any House dishes/utensils/pots/pans that are used. Please start a wash cycle after everything has been loaded.

16. We do have some serving dishes and serving spoons, pots and pans, utensils, crock pot, and roaster. We also have dish towels and dish cloths. However, if your group knows they definitely need a certain serving piece for serving their menu, please bring those along!

**17. Have a great time! Your support of the Ronald McDonald House is greatly appreciated!**

### **Food Preparation Guidelines**

- ♥ Hand washing is important! Lack of hand washing is the single greatest cause of food related illnesses. The most important times to wash are:
  - ♥ Before beginning to cook.
  - ♥ When changing duties or working with a different food.
  - ♥ Before and after using the restroom.
  - ♥ After touching contaminated areas (face, doorknobs, and floors).
  - ♥ After completing cooking.
- ♥ Keep hot foods hot and cold foods cold. Hot foods should be maintained at 160 F or greater and cold foods below 50 F. Foods should not be allowed to deviate from these temperatures for more than half an hour without proper heating/refrigeration.
- ♥ When possible, use thermal containers or coolers to transport food. Wrapping foods in blankets or towels also helps maintain temperature.
- ♥ Prepare food no more than 24 hours in advance to minimize the opportunity for bacterial growth. This is especially important for meats; salads made with mayonnaise, eggs and cheese.
- ♥ Refrain from preparing/serving meals if you have been exposed to or have any communicable diseases.
- ♥ Carefully follow manufacturer's expiration dates on all food products.

## **Community Room Clean-up List**

### **For House Dinner Volunteer Groups**

Thank you for providing dinner for our guest families, children and volunteers. This is a list of the suggested things to clean following serving a dinner here.

Thank you for everything!

1. Load dishwashers with all House serving bowls, dishes, utensils, etc. Set dishwashers to run.
2. Clean off counter tops.
3. Clean off table tops. (fill bucket with warm, soapy water)
4. Empty all garbage cans and wipe them out. Replace trash bags.
5. Sweep/Wipe up kitchen floor. (broom, mop in closet in kitchen)
6. Clean off dining room chairs. (fill bucket with warm, soapy water)
7. Vacuum dining room floor. (vacuum stored in closet in dining room) Vacuum rugs in Community Room entrances, especially in the winter.

Thank you for your help in keeping our Community Room and kitchen looking clean. We are very proud of our House and so are our guest families.

♥ Updated: 2/05/08