



## House Dinner Program Guidelines-prepared on site

Ronald McDonald House  
850 2<sup>nd</sup> St. SW, Rochester, MN 55902  
(507)282-3955

The Ronald McDonald House Dinner Program is an opportunity for volunteers to plan and serve a home cooked meal for our guest families. All groups are welcome and are not limited to community organizations, scout troops, school or religious groups, work teams, families, and friends. Volunteers should be at least 10 years old. Any volunteers under age 18 must be accompanied by an adult and work one-on-one with an adult here. Because of limited space we recommend no more than 10-12 volunteers.

Dinners are held Wednesday and Sunday evenings at 6:00 pm. Volunteer groups can expect to prepare food for approximately 45-50 people. Your guests will include guest families, parents and children, as well as HouseWarmer volunteers. It is difficult to predict exactly how many people will attend; those families unable to attend appreciate leftovers later. **Please include the number of people in your group to this total.** Families enjoy visiting with group volunteers during the meal. Guest families are encouraged to stop in and prepare a take-out meal (containers provided here) if their schedule or child's needs prohibit them from participating in the meal.

Food must be prepared using the Ronald McDonald House facilities or catered/purchased from a restaurant. Our kitchen should be used for full-scale preparation.

### *When planning your menu remember:*

- **The number of people you are cooking for, adding in your group numbers**
- **To provide the paper ware needed for the meal: plates, plastic utensils, napkins, cups**
- **The time you will need to prepare food**
- **How you will get the food to the House safely**

### **Soliciting for Donations toward your Dinner**

Because of the large number of groups who provide dinners, **we strongly discourage soliciting community businesses for dinner donations on behalf of the Ronald McDonald House.** Thank you for your understanding.

## **Kitchen Supplies**

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. There is a gas grill located on the patio outside the Community Room. We have two dishwashers for you to load any House dishes/utensils/pots/pans that are used. Please start cycle after everything has been loaded. We do have serving dishes and serving spoons, pots and pans, utensils, crock-pot, and roasters. We also have dishtowels and dishcloths. However, if your group knows they definitely need a certain serving piece for their menu, please bring those along. The kitchen cupboards have been labeled for your convenience. We do not have ice available for use. If you don't find what you need please let a staff member know! (A more detailed list can be found at the end of these guidelines.)

## **Cleaning**

After the meal is complete your group is asked to clean the kitchen and dining room. *Please see 'Cleaning Instructions' on page 8.* We are very proud of our House and so are our guest families. Thank you for providing dinner for our guest families, children and volunteers and for your help in keeping our Community Room and kitchen clean.

## **Our Guests**

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 their 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.

## **Communication**

We know it is meaningful and important to share family stories that you may learn while volunteering at the House. Sharing family stories helps to explain our mission.

It is important to keep communication anecdotal and in general terms because the comfort and wellbeing of our families is our primary concern. In this age of Social networking, the instant exchange of information has the capacity to infringe on the privacy and confidentiality of our families. We want to ensure that information shared by any HouseWarmer can not identify a specific guest family. Ronald McDonald House respects and upholds the privacy of all guest families.

## **Reminders**

- *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 illnesses 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.***

- We ask that all volunteers dress comfortably but appropriate. Please no low-cut shirts, open-toed shoes, or sandals.
- **Volunteers must never assume responsibility for a guest child or a guest child's sibling.**
- Please only take photographs of your group volunteers.
- You are welcome to bring decorations for themed dinners.
  - Please avoid latex balloons, candles, live plants, etc...
- **All members of your group must be familiar with the House Dinner Guidelines.**

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

## **Night of Dinner**

### **Address**

Ronald McDonald House  
850 2<sup>nd</sup> St. SW, Rochester, MN 55902  
(507)282-3955

### **Arrival**

Please arrive by 4:00pm at the latest. Allow your group enough time to prepare the meal to be served by 6:00 pm.

### **Parking**

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.

### **Check-In**

When you arrive please check-in at the front desk. We have nametags for you to wear while here at the House labeled "House Dinner Volunteer." The nametags will be in the Community Room kitchen for you and your group. Our House Manager will give you a House Dinner Survey for you to fill out. We would like you to keep track of how many volunteers helped with planning, preparing and serving dinner, as well as the number of hours that the lead volunteer and co-volunteers put into plan and serve the House Dinner.

Your group should remain in the Community Room. The Arts & Crafts Room and Game Room are for House guests only.

## **Cancellations**

If you have any other questions or concerns please contact our Volunteer Coordinator, Sue Weber, at [sweber@rmhmn.org](mailto:sweber@rmhmn.org) or 507-252-2161. If your group is hosting a meal on a Sunday evening, and you have a message regarding the meal on the weekend of your dinner, please call the House Manager at the House at 507-282-3955.

## **Choosing a Menu**

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. A summertime grill menu is also a possibility! Please notify Sue Weber (507-252-2161) a week to 10 days prior to your dinner with your menu. A schedule is posted and an invitation, including a menu, goes out to families before the House Dinner.

**\*Please note:** Some guest families might ask for a vegetarian dinner option; you are not required to prepare a vegetarian option. Please check with Sue to see if she knows menu plans for the meals surrounding your date.

## **Guidelines**

- Main dish (do not have to provide meat and vegetarian option)
- Starch if not in main dish
- Fresh salad or vegetable
- Fresh fruit
- **Bread/rolls: should be store-bought or commercial kitchen/bakery made**
- **Dessert: can be baked in our Community Room kitchen or be store-bought or commercial kitchen/bakery made**
- Beverages
  - 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 your use.

## **Foods to avoid\***

- Unpasteurized milk and juice
- Cheese made from unpasteurized milk
- Raw sprouts (alfalfa, bean, or other sprouts)
- Raw or undercooked meat, fish, eggs
- Alcohol: alcohol is prohibited from the Ronald McDonald House grounds, this includes use of it as an ingredient

**\*Per United States Department of Agriculture (USDA)**

**Be aware of ingredients in food you serve.\***

- Common food allergies
  - Milk
  - Eggs
  - Peanuts
  - Tree nuts (almonds, walnuts, pecans)
  - Soybeans
  - Wheat
  - Fish
  - Shellfish

**\*Per United States Food and Drug Administration (FDA)**

## **Meal Preparation, Serving, and Storage**

Again, 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 illnesses 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. Volunteers preparing food should have felt/been healthy for the previous 5 days.**

**When preparing food make sure you are healthy.**

### **Shopping for Food**

- Do not purchase canned goods that are dented, leaking, bulging or rusted. This is a sign of bacteria.
- Separate raw meat, poultry, and seafood from other groceries in your cart, bags, and refrigerator.
- Buy cold foods last.
- **It is greatly appreciated if your group supplies paper/Styrofoam plates/cups as well as plastic silver wear.**

### **Before beginning to cook**

- **Wash your hands!** Lack of hand washing is the single greatest cause of food related illnesses. You can never wash your hands too much.
  - 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, floors)
  - After completing cooking
- **Sanitize all surfaces used in food preparation**
  - Before using
  - Between preparing different foods

- Finished cooking
- **Anyone having contact with food must wear food service gloves (RMH provides gloves) during preparation and serving of the food.**
  - Wash hands before using gloves
  - Change gloves if torn
  - Change gloves if they are contaminated (touched raw foods)
  - Never wash or reuse gloves
  - Throw gloves away after use
  - Wash hands after you take gloves off
- Carefully follow manufacturer's expiration dates on all food products.

### **Preparing Food**

- Separate: Don't cross contaminate
  - Use separate cutting boards, knives, utensils, etc... for different foods
- **Slow cookers and crockpots may ONLY be used to keep food hot. Please do not use them to cook food as this increases risk for growth of bacteria.**

### **Thawing Food**

- Thaw food in refrigerator or microwave.
  - DO NOT THAW FOOD AT ROOM TEMPERATURE
  - Foods can also be thawed in cold water
  - COOK FOOD IMMEDIATELY AFTER THAWING
- Cook foods to proper temperatures
  - **Please refer to chart posted in Community Room Kitchen.**

**\* After food is cooked to proper temperature, it should stay at or above the holding temperature = 140 F. If it falls below 140 F ALL food must be reheated to 165 F.**

- Use a food thermometer (RMH will provide thermometers) to be sure the food has reached a safe temperature.
  - **The volunteer on duty will check the temperatures of all hot and cold foods.**

### **Microwave**

- When using a microwave to heat food
  - Stir or rotate food midway through time
  - You can partially cook food in a microwave if it is finished cooking immediately in the oven or stove.
- **NEVER partially cook food for finishing at a later time. This increases the risk for bacterial growth.**

## Danger Zone

**\*Bacteria grow rapidly between the temperatures 40 F and 140 F. This is called the DANGER ZONE.**

- **Keep hot foods hot = 140 F or higher → Holding temperature**
- **Keep cold foods cold = 40 F or lower**

## Serving Food

- Set up food buffet style
- Your group volunteers will serve food to the families.
- **Use small containers of hot food items and REPLACE when more is needed. Do not REFILL containers.**
  - Extra containers can be kept in a warm oven of 200 F or less.
- **Food service gloves must be worn.**

## Leftover Food

- The House is providing clear, disposable 32 oz. containers for leftovers. You will find them in the 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 2-serving main entrée/soup
  - 8 containers with 2-serving vegetable/salad/potato/pasta
  - 8 containers with 2-serving fruit/dessert
  - Bread/Buns: please leave 2 loaves or two bags of buns/rolls
- **Cool hot foods as quickly as possible before storing as leftovers. Must be cooled and stored within 2 hours.**
- Please label leftover foods with "House", the date, and what it contains.
  - If there is a common food allergy ingredient please label with that as well.
- 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>rd</sup> floor.
- Please take opened condiment containers home with you.
  - This includes:
    - Mayo, salsa, jellies, margarine or butter, ice cream toppings, ketchup and mustard.
  - It is difficult for us to use these items by the expiration dates
  - Unopened containers or jars can be donated to the house.

## **Cleaning Instructions**

After the meal is complete your groups is asked to clean the kitchen and dining room. We are very proud of our House and so are our guest families. Thank you for providing dinner for our guest families, children and volunteers and for your help in keeping our Community Room and kitchen looking clean.

- \_\_\_ Load dishwashers with any House serving bowls, dishes, utensils, etc...
- \_\_\_ Run dishwashers
- \_\_\_ Sanitize all counters
- \_\_\_ Sanitize all table tops
- \_\_\_ Sanitize all dining room chairs
- \_\_\_ Sanitize stove top/handles
- \_\_\_ Wipe out kitchen sink/handles/faucet
- \_\_\_ Vacuum dining room floor (stored in dining room closet)
- \_\_\_ Vacuum Community Room entrance rugs, especially in the winter
- \_\_\_ Empty all garbage cans and wipe them out; replace trash bags
- \_\_\_ Clean out microwave/oven if needed/clean grill grates/empty grill drip pan
- \_\_\_ Replace any House items in their proper place
- \_\_\_ Any other cleaning that needs to be done

**\*Cleaning supplies can be found under the sink. If there is anything else you need let a RMH volunteer know.**

**\*Please do not use bleach in the dining room to avoid carpet stains.**

**\*No House items used should be washed by hand**

### **Remember**

- Turn off ovens
- Replace garbage bags
- Put all items away
- Leave the Community Room as you found it

\*The trash room is located at the top of the stairs

# Hand Washing

\*Information from Centers for Disease Control and Prevention (CDC)

According to the Centers for Disease Control and Prevention (CDC), hand washing is one of the most important ways to prevent the spread of infection and illness.

## When should you wash your hands?

- Before and after using the bathroom
- Before, during, and after preparing food
- Before and after eating
- Before and after touching eyes, nose, mouth
- After touching animals and waste
- After changing a diaper
- After blowing your nose, coughing, sneezing
- After you are in contact with someone who is sick
- Any time your hands are dirty

## How should you wash your hands?

- Use soap and warm running water
- Lather soap on wrists, palms, back of hands, fingers and under fingernails for at least 20 seconds.
- Rinse hands well under running warm water.
- Dry hands with clean paper towel or air dryer.
- Turn water off using clean paper towel.



# **Tips for Cooking Vegetables & Fruits**

## **Check**

- Check fruits and vegetables for bruising or damage.
- Check that precut fruits/vegetables are refrigerated at the store.

## **Clean**

- Wash your hands before and after handling fruits/vegetables.
- Clean all surfaces and utensils before and after use.
- Rinse fresh fruits/vegetables under tap water.
- Scrub firm-skinned fruits/vegetables while under tap water.
- Dry fruits/vegetables with a clean towel.
- Never use soap, bleach, or other cleaning products to wash fruits/vegetables.

## **Separate**

- Separate fresh fruits/vegetables from other food in your cart/bags/refrigerator.
- Use a separate cutting board for fruits/vegetables.

## **Cook**

- Cook or throw away fruits/vegetables that touched raw meat, poultry, seafood or their juices.

## **Chill**

- Refrigerate all fruits/vegetables within two hours of preparing them.

## **Throw away**

- Throw away fruits/vegetables that have been out longer than two hours after being prepared.
- Throw away bruised or damaged portions of fruits/vegetables.
- Throw away any fruits/vegetable that will not be cooked and touched raw meat, poultry, seafood or their juices.
- If in doubt, throw them out!

**\*Partnership for Food Safety Education**

## **Community Room Kitchen Supplies**

Here is a general list of supplies we have in our Community Room Kitchen.

- Crockpots (1)
- Fry Pans (2 large, 1 medium)
- Roasters (4)
- Rice Cooker
- Colanders/strainers
- Cutting boards
- Cookie/baking sheets
- Baking pans (9x13 and 12x20) 2 of each
- Pots/pans
- Stock Pots (2 extra large)
- Mixing bowls
- Electric hand mixer
- Electric knife
- Punch bowls
- Cooking utensils
- Serving utensils
- Coffee supplies
- Pitchers
- Serving platters
- Food service gloves
- Plastic bags/tinfoil/wax paper/plastic wrap
- Measuring cups
- Cooking spray
- Salt and pepper
- Limited spices
- Pantry staples
  - Sugar/flour/baking soda/cooking oil
- Cleaning supplies