



Meal Serving Guide

- Scheduling:** Coordinate a date with Lyndsey Czapansky, 374.7383 ex. 265 or email meals@ourhouseshelter.org You can serve one time or you can serve on the same day of the week each month (for example, you can serve the 5th Tuesday of each month).
- Planning:** Your group should decide what you want to serve. You should prepare to serve **40 people** for lunch during the weekdays. During the weekends for lunch you should prepare to serve **50 people**. For dinner each day we will have at least **80 people**. Breakfast on the weekdays and weekends plan to prepare for **80 people**.
- Preparation:** One or two days before the meal, someone from your group should purchase all the food you'll need for your meal. In general a meal will cost 3-4 dollars per person. You are encouraged to bring as many people as you need to prepare the meal. As a guide for what to bring, remember:
 - Meat
 - Vegetable
 - Starch
 - Drink (usually punch mix, soda, juice or tea)
- Arriving at Our House:** When you get to the gate please stop at the guard shack and tell the guard who you are with and that you are serving a meal. You may then drive to the front door of the shelter to drop off food. There is also a garage door at the back of the kitchen if you need it, but it must be opened from inside. Once you have unloaded please park in one of the designated parking places.
- Cooking:** The Our House kitchen has everything you will need. So, if you want to cook your meal there, you can. Groups who cook their meal at Our House can arrive as early as they like to prepare. When you arrive please take coats, purses or other items you will not be using in the kitchen to the back storage room. Please also wear gloves and hair nets provided in the kitchen while preparing, cooking, and serving the meal. Your group can also make the meal at your home the night before you serve or at your convenience.
- Eating:** Residents will be ready to eat breakfast at 6:00 a.m. on weekdays, 8:00 a.m. on weekends, lunch at 12:00 p.m. and dinner at 6:00 p.m. After you serve the meal, you are always welcome to stay and eat with the residents.

7. **Late Trays:** This only affects our dinner servers. Some of our residents work late and will not be able to make it to a meal on time. We ask that you make trays for these residents so that they can eat when they return. Our Shelter Supervisors will be able to give you the number of residents who need late trays that night.
8. **Cleaning:** The residents will clean when the meal is over. It gives them the opportunity to positively contribute to their home environment, so there is no need for you to stay to clean.
9. **Tax Receipt:** If your group would like to fill out a tax receipt ask the Shelter Supervisor and we would be glad to give you one.
10. **Unable to Serve:** If your group can't make it to serve on the day that you are on the calendar for please call and let us know so that we can make alternate plans. You can call the Housing and Alumni Relations VISTA at 374-7383 ext. 265 and let them know.
11. **Inclement weather:** Our House follows the LRSD closings when there is inclement weather, we ask that you use your best judgement during this time and don't put yourself in any harm but please let us know if you won't be coming so that we can make alternate plans in the kitchen. You can call our shelter supervisor (they are here 24/7) at ext. 221 and let them know that you won't be able to come and serve.
12. **Tips for new servers:**
 - A. Most of what you will need to cook with will be in the island in the middle of the kitchen.
 - B. We have a coat rack for your personal items in the back of the kitchen.
 - C. We have rolling carts to move large amounts of food out to residents or in from your vehicle.
 - D. The warming trays next to the serving counter need to have water in the bottom of them while on.
 - E. If you use ice leave 2 inches in the bottom of the machine or it will stop making ice.

If you have any questions about where things are in the kitchen ask the Shelter Supervisor, at the front desk, and they will be able to help you.

Thank you so much for your generous service to Our House!

If you have any questions or need any help at all, I am here for you!
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