

## Westside Women Shelter Serving Dinner Procedures **DRAFT**

The lead volunteer should arrange with Deacon Bob (440-238-5555) to pick up a GFS gift card to purchase food. The maximum load at the shelter is 36. More children than adults.

### Here are sample meals:

- Meats
  - 2 bags of chicken breasts (35 pieces)
  - or Ham Steaks
  - or lasagna & Macaroni & Cheese (3 Meats & 1 Macaroni an extra macaroni will not go to waste. Cook to 160° allow for 2 <sup>1/4</sup> hours for cooking if frozen including 15 minute to settle before cutting)
  - or spaghetti and meatballs
  - Hamburger & Hot Dogs on the grill.
- One large bag of salad mix (more than enough) and one container of grape tomatoes
- 1 3<sup>#</sup> bag of frozen vegetable such green beans or peas and carrot
- 2 bags of 24 rolls from GFS
- 1 box of frozen cookies (chocolate chip or other) or a sheet of brownies (try to avoid nuts). Thaw them out the day you're going.
- 3 liters of drinks (we've been told that the clients like sprite because it's a treat for them)

Sometime Saturday or Sunday the lead volunteer should call the weekend staff person (currently Linda Falkner) at the shelter to remind them you're coming and get an idea of the current census. Volunteers should get there around 5 o'clock. They need to sign in at the desk. New volunteers will need to sign a confidentiality agreement.

Proceed to the kitchen with the food and turn on the oven if needed (it takes some time to warm up). Pots and pans are located under the cabinets near the stove. Stainless steel bowls are on top of the stove and glass bowls are located in the lower cabinets left of the sinks closest to the peninsula. If knives are needed, the volunteer at the desk will need to unlock the drawer in the center island on the sink side. Set up the buffet on the counter that separates the kitchen from the eating area. The following setup seems to work. Start with the styrofoam plates and utensils which are located in the cabinets under the counter. Put the main food closest to the plates. Put the rolls next to the door in a large bowl and the butter in a small bowl. The butter can be found on top of the counter. Put the drinks next to the rolls. It is also a good idea around 5:45 to prefill about 16 small styrofoam cups with a little ice (located in small refrigerator) and drink. Put the salad and tomatoes in stainless bowls in the middle of the peninsula (some volunteers put the tomatoes in separate bowls because a lot of the clients don't like tomatoes). The salad dressings are in the small refrigerator in the kitchen. Pour the salad dressings into small styrofoam bowls. Remember excess salad dressings get thrown out. It's a good idea to pre make about 12-15 salads in the small bowls. It's the shelter policy to record the internal temperature of the food before serving.

The clients eat promptly at 6:00. Let Linda (the one who is usually at the front desk and is in charge) know that dinner is ready and she will then announce that dinner is served. After serving all the guests, the volunteers can walk around and see if anyone want more to drink (try to limit this a bit with the kids) so there is enough for all. When dinner seems to be complete, walk around and offer desert at the tables.

THE VOLUNTEERS DO NOT HAVE TO CLEAN UP, the clients take care of that. Dirty linens can be thrown into the basket next to the large refrigerators. When everyone is fed, ask Linda if there are any people coming

late and she will tell you how many more plates are needed. Cover the plates with clear wrap (located next to the stove). Once the volunteers do that they are good to go. Lately around 6:45.

### **Thoughts from volunteers:**

**Regina Singerline** - I usually buy two bags of frozen chicken breasts and I make some sort of chicken. There are approximately 15 pieces in each bag and I cut some in half and I usually make sure I have 35 pieces or a tad more. I make chicken parmesan, or just fry it with bread crumbs and add spinach and cheese on top, or add ham and cheese sometimes. I sometimes buy chop meat to make meat balls and have spaghetti and meatballs or you can pre buy frozen meatballs there.

The kids love mac and cheese so sometimes you could get the frozen containers. You could pick other varieties of precooked meals there as well. If I make my own things, I usually buy the large aluminum pans and tops so you do not have to worry about bringing anything back. I like to do my cooking at home and then when I get there I heat it up or if I am cooking spaghetti I will cook the noodles down there or vegetables. Again it is up to the volunteers.

**Amy & Lou Ockunzzi** - We did hamburgers and hot dogs, potato salad, mixed and fruit drinks.