



## Breakfast/Dinner Program Guidelines

*"The House that Love Built" continues to be filled with love through your generous contribution as a meal provider. On behalf of our families, thank you for your time and effort. The following is a list of procedures and meal guidelines to help you prepare for your meal!*

### Getting Started:

- \* You can volunteer to cook dinner any night of the week or breakfast on the weekends. For the Dinner Program call the Ronald McDonald House or visit [www.rmhlv.org/dinner.html](http://www.rmhlv.org/dinner.html) to find out what dates are open and click to sign up. For the weekend breakfast program call Christine at (702) 252-4663 x 5 to schedule a date.
- \* Once your date has been confirmed, be sure to **contact the House 24 hours prior to coming** to find out how many people to prepare for. Occupancy rates change daily, but usually we have between 20-35 people.
- \* Groups are limited to 10 and minors must be accompanied by at least one supervising adult. Unaccompanied **minors must have a parent/guardian sign the Group Release Form** prior to volunteering. These **cannot** be signed by the supervising adult. To have a parent signature, please print the group release form from our website, <http://rmhlv.org/dinner.html>, and have parents sign prior to the day the group is cooking.
- Please remind members of your group to respect the comfortable atmosphere that the House offers to families - groups that are loud or disruptive will be asked to leave.
- Please review the online dinner calendar to see what meals are being prepared around your date. Upon confirmation of your date you will be required to provide your menu.
- Groups must provide an entree (i.e. chicken, beef, steak, etc...), starch, vegetable/salad and a dessert. Groups are welcome to find out what is available in our pantry to use as side dishes.

### The Meal:

- \* When you arrive at the House, the manager on duty will show you the kitchen and help you with anything you need. The meal should be layed out buffet style so families can help themselves.
- \* The menu is up to you! Families enjoy a variety of menus, including ethnic, holiday and themed dinners. We suggest cooking meals that can be easily stored and reheated. **You can also check the dinner calendar online or call to find out what meals are being prepared.**
- \* **Dinner must be served at 6:00 PM. Breakfast should be served between 9 and 10AM.** You are welcome to use our double kitchen, which is fully stocked with utility sized appliances, pots, pans, plates, bowls, cups, silverware, serving utensils, etc., as well as ice and beverages (the only thing you need to provide is the food!). We also have a gas barbecue grill located outside.
- Food prepared at a licensed retail food establishment and/or packaged foods purchased from retail grocery stores in unopened containers or whole fruits or vegetables can be accepted for donation at the Ronald McDonald House. Any food that is suspect or appears as though it could have been tampered with or mishandled will not be accepted. All refrigerated and frozen foods need to be promptly placed into a refrigerated or frozen storage.



### Clean Up:

- \* Leftover food needs to be stored in Zip-Lock bags or sealed Tupperware containers. They must be labeled, dated, and placed in the family refrigerators. Families who are at the hospital during the evening know to look in the refrigerators for leftovers when they get back to the House.
- \* Following the meal, **you are responsible for cleaning** the kitchen and dining room areas and storing any leftovers. This includes loading the dishwashers, mopping the floors and emptying the trash cans. If the outside grill is used, this must be thoroughly cleaned as well. All storage and cleaning materials are provided by the House!
- \* Please do not be disappointed if there is little or no turnout when you serve dinner. Several of our families stay at the hospital until visiting hours are over and don't return to the House until after 8:00 PM. We have a posted dinner calendar and we leave messages in their rooms when dinner has been prepared, so they know there is a homemade meal waiting when they return. Our families truly appreciate your efforts even if they're not here to thank you themselves!

### Safety Procedures:

RMHC cannot accept donations of food prepared or cooked off site by a volunteer or other groups or individuals (e.g. baked goods, a baked casserole or a meat loaf). Food prepared at a licensed retail food establishment can be accepted for donation only if the food has been protected from contamination and has been delivered directly from the licensed establishment in a short period of time. Any prepared food coming from a licensed retail food establishment must be served and eaten within a short period of time after it is delivered. If the prepared food cannot be eaten within a short period of time, hot foods must be maintained at a temperature of 60° Celsius/140° Fahrenheit or above and cold foods must be kept refrigerated until the food can be eaten. Any prepared food that has been left at room temperature for two hours or more must be discarded.

Volunteers who prepare food at the Ronald McDonald House kitchens for guests must read and follow the five key procedures to safer food from the World Health Organization:

- **Keep Clean.** While most microorganisms do not cause disease, dangerous microorganisms are widely found in soil, water, animals and people. These microorganisms are carried on hands, wiping cloths, utensils, and cutting boards. The slightest contact can transfer microorganisms to food and cause food borne diseases.
  - Wash your hands before handling food and often during food preparation.
  - Wash your hands after going to the toilet.
  - Wash and sanitize all surfaces and equipment used for food preparation.
  - Protect kitchen areas and food from insects, pests and other animals.
- **Separate Raw and Cooked.** Raw food, especially meat, poultry and seafood, and their juices, can contain dangerous microorganisms which may be transferred onto other foods during food preparation and storage.
  - Separate raw meat, poultry and seafood from other foods.
  - Use separate equipment and utensils such as knives and cutting boards for handling raw foods.
  - Store food in containers to avoid contact between raw and prepared foods.
- **Cook Thoroughly.** Proper cooking kills almost all dangerous microorganisms. Foods that require special attention include minced meats, rolled roasts, large joints of meat and whole poultry.
  - Cook food thoroughly, especially meat, poultry, eggs and seafood.
  - Bring foods like soups and stews to boiling to make sure that they have reached 70° Celsius/158° Fahrenheit. For meat and poultry, make sure that juices are clear, not pink. Ideally, use a thermometer.
  - Reheat cooked food thoroughly.



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- **Keep Food at Safe Temperatures.** Microorganisms can multiply very quickly if food is stored at room temperature. By holding at temperatures below 5° Celsius / 40° Fahrenheit or above 60° Celsius/140° Fahrenheit, the growth of microorganisms is slowed down or stopped. Some dangerous microorganisms still grow below 5° Celsius/40° Fahrenheit.
  - Do not leave cooked food at room temperature for more than 2 hours.
  - Refrigerate promptly all cooked and perishable food (preferably below 5° Celsius/40° Fahrenheit).
  - Keep cooked food hot (more than 60° Celsius/140° Fahrenheit) prior to serving.
  - Do not store food too long, even in the refrigerator or freezer.
  - Do not thaw frozen food at room temperature.
- **Use Safe Water and Raw Materials.** Raw materials, including water and ice, may be contaminated with dangerous microorganisms and chemicals. Toxic chemicals may be formed in damaged and moldy foods. Care in selection of raw materials and simple measures such as washing and peeling may reduce the risk.
  - Use safe water or treat it to make it safe.
  - Select fresh and wholesome foods.
  - Choose foods processed for safety, such as pasteurized milk.
  - Wash fruits and vegetables, especially if eaten raw.
  - Do not use food beyond its expiration date.

## Guidelines

RMHC provides and maintains a dish washer and a supply of dish washing detergent and reusable plates, glasses and dishes to be used at the House. All food preparation utensils and eating utensils, wares and kitchen sponges are to be run through a complete dishwasher cycle before they are reused.

All food products are to be used within the expiration date marked on the package. Volunteers should not use and discard any out-of-date food. Once opened, use refrigerated meats or produce within seven days or within the shelf life marked on the package (whichever is shorter).

Store shelf-stable food (canned goods, jars and packaged items) on shelves (not on the floor) and away from chemicals. Saving food once it has been reheated is not recommended.

All food that is provided in the House to guests also should have a list of all food ingredients which can be checked to make sure the food does not contain any food allergens.

### IMPORTANT NOTE - Infectious Disease Policy

Because many of the children staying at the Ronald McDonald House have suppressed immune systems, it is extremely important that proper hand-washing and sanitation efforts be made. **All dishes and utensils must be washed in the dishwasher** – only large pots, pans, bowls and colanders should be washed by hand. If a member of your group is sick (even with a cold) or has recently been exposed to a communicable illness, we must ask that they not visit the House. Also, please notify the House if anyone in your group becomes ill within 3 days after preparing a meal. We appreciate your cooperation.