

## Food Safety Guidelines and Preparing for Your Meal

*It is important that all group members read the following guidelines prior to coming to the House.*

### Volunteer Requirements

- ✓ Healthy
  - \* **Stay home if you are experiencing any of the following symptoms:** sore throat, runny nose, coughing, sneezing, watery eyes, fever, chills, unexplained rashes, general aches, nausea, vomiting, or diarrhea
  - \* **Stay home if you were recently exposed to:** chicken pox, shingles, measles, tuberculosis, hepatitis, or E. coli
- ✓ All volunteers must be age 13 or older.
- ✓ No one under the age of 13 may accompany the volunteer group.
- ✓ There must be as many or more adults as teens.
- ✓ Teens must have had chickenpox or been immunized for chickenpox.
- ✓ A maximum of 15 volunteers on your roster at House A.
- ✓ A maximum of 8 volunteers on your roster at House C.

### Meal Schedule

#### Dinner

Requires a one-time, onsite orientation for the Team Lead and one team member.

|             |   |
|-------------|---|
| 2:30        | This is the earliest we can allow volunteer groups to arrive. This must be arranged in advance.             |
| <b>3:00</b> | <b>Volunteer arrival time</b>   |
| 5:00        | Dinner service begins   |
| 6:00        | Continue buffet service until at least 6:00, and until families have stopped coming through the buffet line |
| 7:00        | Volunteer departure time if kitchen is clean and leftovers put away   |

#### Brunch

Requires a one-time, onsite orientation for the Team Lead and one team member.

|       |   |
|-------|---|
| 8:00  | <b>Volunteer arrival time</b>                                       |
| 9:30  | Brunch service begins   |
| 11:30 | Volunteer departure time if kitchen is clean and leftovers put away |

#### Pizza Night

Requires a phone orientation for the Team Lead.

|             |   |
|-------------|---|
| <b>5:00</b> | <b>Volunteer arrival time</b>                                       |
| 5:30        | Pizza delivered   |
| 6:00        | Pizza served  |
| 7:30        | Volunteer departure time if kitchen is clean and leftovers put away |

### Logistics

- House A: 5130-40<sup>th</sup> Ave NE, Seattle, 98105    House C: 5000-40<sup>th</sup> Ave NE Seattle, 98105
- Parking: Street parking recommended; garage parking available at House A.
- What to bring: Your team, food, spices, and condiments. The House provides all equipment including pans, serving platters, serving utensils, thermometers, coolers for beverages, ice, gloves, dinner plates, silverware, napkins, cups.
- Unloading:
  - House A: Pull your car forward into the drive-through. Come into lobby to get a cart. Unload groceries onto cart and leave cart in lobby temporarily. Re-park your car. Transport the cart to kitchen to unload groceries from cart.
  - House C: No carts for unloading. Bring groceries through the front door.

- Check in: Check in at front desk of House A or House C – wherever you are volunteering. Team lead fills out, in full, the contact and donation section of the Donation/Group Sign-In form. All volunteers sign in on the bottom of the form. Make a nametag and use hand sanitizer.
- Check out: Team Lead notes departure time on the Donation/Group Sign-In form and keeps the bottom, pink copy.
- Photo policy: You are welcome to take photos of your group and the House, but no family members may be included in photos.
- Tours of the House: After checking in, request a tour with the Kitchen Supervisor at House A, and with the Evening Coordinator or House Manager at House C.
- Dinner Supervision:
  - House A: Kitchen Supervisor will be in the kitchen for support throughout dinner.
  - House C: Evening Coordinator or House Manager will check in with you and be available to answer questions.
  - In addition, you may always dial “0” on a House phone to request assistance.

## Expectations of the Team Lead

- Team Lead must have completed onsite kitchen orientation in advance of first meal.
- **Team Lead must be in attendance throughout the meal.**
- Team lead is responsible for organizing team, planning menu, and ensuring that all members of the team are provided with House and Food Safety Guidelines.
- One to two weeks prior to event: Activities Coordinator will email you a reminder. **The following action is required:**
  1. The email will contain two links. Forward links to all participating volunteers.
  2. Email the Activities Coordinator to confirm that the date and House (A or C) are correct.
  3. Email your menu to Activities Coordinator.

## Menu Planning:

- ✓ **All food must be prepared on-site or purchased from/or prepared in a commercial kitchen.**
- ✗ **No food handling/food preparation may take place in a home kitchen.**
- ✓ **How many people to serve:**
  - Dinner at House A: 90 people
  - Dinner at House C: 25 people
  - Brunch: 75 people
  - Pizza Night: 90 people
- ✓ **Know the ingredients of your dishes.** Some of our families may have questions or concerns of possible food allergies or sensitivities.
- ✗ **Prohibited foods:**
  - Non-pasteurized juice and milk products
  - Raw seed sprouts, such as alfalfa sprouts
  - Undercooked meat, fish, or eggs
  - Alcohol: No alcohol may be brought to the House, including the use of it as an ingredient in on-site food preparation
  - **Eggs must be pasteurized**
- ✓ **Types of foods we’re looking for:**
  - Foods that hold well on a buffet, hold well as leftovers
  - Fresh fruits and vegetables
  - Whole grains whenever possible
  - Family-style comfort food
  - Variety: please steer away from spaghetti. Tacos are often served as well.
  - You can see what’s been served in previous weeks by checking online calendar to avoid duplication
- ✓ **Dinner menu should include:**
  - Meat and starch or one-dish entrée (it is not necessary to provide a vegetarian option in addition to main entrée)
  - Salad/Mini salad bar
  - Fresh fruit
  - Vegetable
  - Rolls/bread
  - Dessert
  - Beverage
- ✓ **Brunch menu:**
  - Option 1: Continental breakfast that might include some combination of fresh fruit, yogurt, granola, cold cereals, pastries, bagels, juice, coffee.
  - Option 2: Serve one or two hot items such as breakfast casserole, hash browns, sausage, bacon pancakes, or French toast plus some selections from the continental breakfast options above, juice, and coffee.

# Food Safety<sup>1</sup>

## General Principles

- Food Safety is important for everyone, but it is especially important for the children living at the Ronald McDonald House. Children with weakened immune systems are more at risk to infections brought on by disease-causing bacteria that contaminate food. To avoid this, we must be especially cautious when handling, preparing, and transporting food.
- **Our main concern is the bacteria and germs that can occur in food that is prepared or transported incorrectly.**

## Hand Hygiene

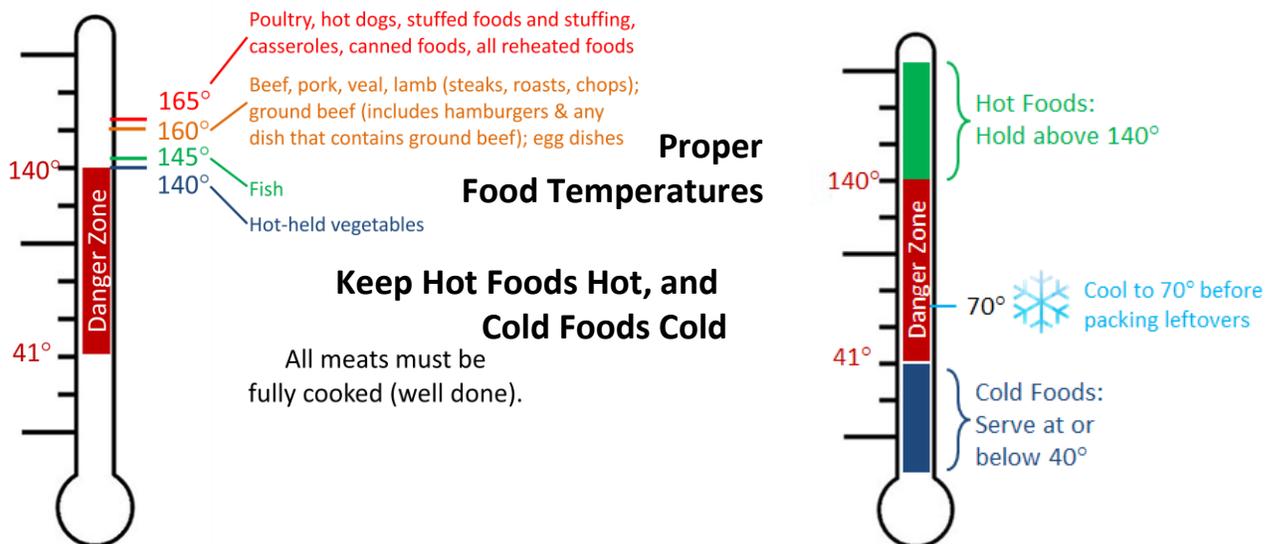
- ✓ Wash hands often and well. Clean hands are the most important food safety tool.
- ✗ **Never touch food with bare hands.**
  - Use serving utensils.
  - Wear gloves to handle all food.
- ✓ Wash hands before using gloves and in between changing gloves.
- ✓ Change gloves that get ripped or might be contaminated.
- ✗ Never wash or reuse gloves. Throw away after using.

## Cleaning and Sanitizing the Kitchen

- ✓ Clean and sanitize all food preparation surfaces:
  - Before using
  - In between preparation of different food items
  - During final clean up
- ✓ Use the supplied DZ-7 sanitizer spray and paper towels to clean work surfaces, serving counters, and dining tables. When using DZ-7, dry surface thoroughly before using.
- ✗ DZ-7 is not safe for dishes, utensils, or any equipment that will come in contact with food.

## Food Temperatures

- ✓ Prepare foods in small batches so large amounts of food do not sit out at room temperature for long periods of time.
- ✓ **Cook food to proper temperatures.** Thermometers are provided.
- ✓ **Ham:** if precooked and in original package, heat to **140 degrees**. If not in original package, it must be heated to **165 degrees**.
- ✓ **If grilling hamburgers or other individual pieces of meat,** every piece needs to be checked with a thermometer. With thin pieces of meat, insert the probe into the side of the meat so that the entire sensing area is in the food.
- ✓ **Sauté raw chicken** pieces before adding to casseroles for final cooking.
- ✓ **All meats must be fully cooked (well done).**
- ✓ Once cooked to the proper temperatures, **keep hot foods hot, and cold foods cold,** as foods are being held and served.



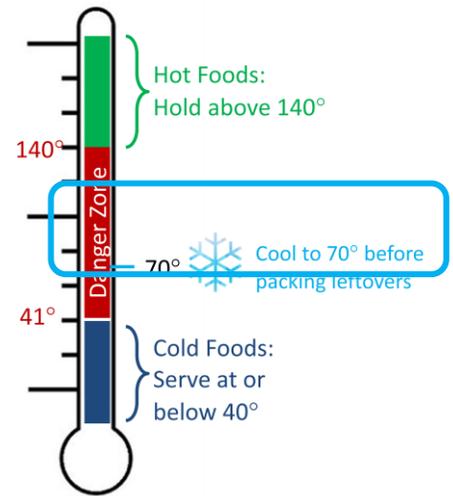
<sup>1</sup> Adapted from the Washington State Food and Beverage Workers' Manual

## Food Transportation

- ✓ Potentially hazardous foods (foods in which bacteria are more likely to grow) must be transported in coolers on ice:
  - **Animal products** (includes eggs, dairy products)
  - **Cooked starches** (rice, beans, pasta, potatoes)
  - Fruits and vegetables as follows: **cooked vegetables, tofu, cut melons**
- ✓ Hot food that is commercially prepared off-site and transported to the House by the dinner group must arrive at the House within 30 minutes from time of purchase. If the temperature on arrival is lower than 140 degrees, it must be reheated to 165 degrees.

## Leftover Food Storage

- ✓ All food with the exception of dessert must be put away.
- ✓ Families returning to the House after dinner will help themselves to the leftover food. Package as follows:
  - Cool hot food as quickly as possible to **70 degrees or less** before storing as leftovers. To cool, spread out in thin layer in pan and place pan on ice. Stir often to dissipate the heat.
  - All leftover food should be stored in Ziploc bags (House A) or plastic containers/Ziploc bags (House C), which are provided by the House.
  - All leftovers, including lettuce, must be portioned into family-size servings (about a quart). We cannot have more than one family accessing the same container of leftovers.
  - Mark each bag or container using a permanent marker with the **date, contents, and the word "House."**
  - Place bags in the community refrigerators (or freezers, if appropriate).
- ✓ The only leftovers that may remain on the serving counter after a meal are shelf-stable desserts. Leftover desserts with multiple servings such as cakes, pies, or cookies, may be left intact and covered with plastic wrap, rather than portioned into individual leftover servings.
- ✓ Leftover baked potatoes must be cut and cooled before storing.
- ✗ Leftover baked potatoes may not be stored whole.



## Hand-washing Dishes

- ✓ All items from Meal Program shelves are washed by hand. All other items are washed in the dishwasher.
- ✓ Clean sinks and sanitize with DZ-7 spray. Rinse with clear water.
- ✓ **Wash** dishes in hot, soapy water.
- ✓ **Rinse** dishes with hot, running water.
- ✓ **Sanitize** by dipping dishes in the tub of food-safe sanitizing rinse (not DZ-7) or spraying with this sanitizing rinse. **Do not rinse with water after this step.**
- ✓ Finish drying with paper towels before putting dishes away.

Additional resources on RMHC website : <http://www.rmhcseattle.org/content/family-meal-program-and-calendar>

- Menu Planning
- Food Quantity Chart
- Recipe Book
- Pinterest page
- Sample Menu, Kitchen Workstation Set-up and Meal Timeline
- Meal Prep and Clean-up Checklist (House A or House C)
- How to Wash Produce
- Grill Cleaning Instructions (House A or House C)
- Volunteer Guidelines
- Driving Directions to the Ronald McDonald House
- Consider other online resources such as allrecipes.com, etc.

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