

Welcome to Family House! We are pleased that your group has taken interest in serving a meal here. Our families appreciate waking up to or coming back to a home cooked meal. These guidelines will help ensure that your group provides a meal that is both comforting and delicious!

### **Volunteer Requirements**

- Our kitchen accommodates **6-8 people** comfortably. If your group has more volunteers than that, please contact Family House ahead of time and let us know.
- Minors under 18 are welcome to participate with adult supervision.
- Any group member that has been feeling ill within that past 24 hours should refrain from volunteering that day.

### **Food Preparation**

- ALL meal preparation (chopping vegetables, defrosting meats, mixing ingredients, etc.) must be done at Family House. Exceptions include food that has been prepared in a commercial kitchen (premade items from a grocery store, items from a catering establishment). The food must be unopened when delivered to Family House.
- Please know the ingredients in the meal that your group provides. Some guests may have allergies and ask about the meal before eating.

### **Food Planning**

- Please share with Family House staff the meal you will be providing, so we can let our guests know what will be served.
- Plan to prepare food for 25-30 people. Our number of guests changes daily, please call us 24-48 hours ahead to confirm your menu and get a better estimate of how much food to prepare.
- Meals should be balanced; consider including an entrée, a starch, a vegetable/green salad, fresh fruit, bread/rolls, desert, and a drink.
- Bring all the food items that you will need to make your meal, including any special spices you would like to use. We have cooking/serving utensils, pots, pans, bake ware, etc. at our house. Your group is welcome to bring any personal kitchen items to use for the meal.

### **The Kitchen**

Our kitchen has two ovens, two microwaves, three communal refrigerators, and plenty of counter space! Other items that can be found in our kitchen are:

- Ice machine
- Toaster
- Electric kettle
- Roaster Oven
- Crockpot
- Blender

- Waffle Iron
- Coffee Maker
- Carving Knife
- Pressure Cooker
- Hand Mixer
- Food Processor
- Charcoal Grill (Located on our patio)

### **Food Serving**

- Breakfast is generally served any time from 7:00am – 9:00a.m. and Dinner is generally served any time from 5:00 p.m. – 8:00 p.m. Please let us know what time you will be ready to serve and plan accordingly as to how much time you will need to prepare for your meal.
- Upon arrival, check-in at the front desk.
- Personal items such as coats and purses can be stored in our office.
- Make sure to keep cold foods (milk, eggs, butter, etc.), cold by putting them in the refrigerator when you first arrive.
- Please use good hand washing technique.
- Long hair is to be tied back.
- Meals are served buffet style.
- Please know that not all guests will be available to eat at the designated meal times. Rest assured, your food will be eaten and it will be appreciated!

### **Cleanup & Departure**

We ask that your group assist with all clean-up before departure.

- Wipe counters and any other surfaces that were used with an antibacterial wipe or hot, soapy water
- Empty the trash and replace with a new trash bag
- Wash utensils, pots, pans, etc. in the sink or in the dishwasher
- Inform the front desk that your group is leaving and collect your belongings

### **Special Notes**

- Photos of your group are welcome at Family House. However, please do not take any photos with our guests.
- Please do not share any information about our guests. This includes posting on social media or any other website.