Meals From The Heart House & Kitchen Notes

- ♥ <u>Guidelines:</u> For the program guidelines, visit our website at <u>www.rmhccv.org/serve-a-meal/</u>
- ◆ <u>Arrival:</u> You may pull your vehicle up to the front door to unload your supplies. Ring doorbell and let attendant know you are hosting a meal for the families. You may request the use of a cart or wagon to help with your supplies. Please park your car after unloading.
- ▼ West Kitchen: Unless instructed otherwise, please use the West Kitchen to prepare your meal. Located down the main hallway then to the right. If you cannot find something in the West Kitchen, you may send someone to the East Kitchen to search for it.
- ▼ Knives: See the Front Desk to checkout the block of knives. After cooking, please clean and return block to the Front Desk.
- **▼** Gloves: Located on the wall between the sinks. To be worn by anyone handling raw products (meats, vegetables, fruits).
- ▼ Appliances: We have three stove, two ranges, two sinks, and one microwave.
- ▼ Pots & Pans: Can be found in cabinets under the two ranges.
- **▼ Bakeware**: Located in drawers and cabinets above and below ovens.
- ▼ <u>Utensils & Tools:</u> Can be found in labeled drawers. Items get moved around so you may have to look in other drawers.
- ♥ Grill Tools: If not on the grill, are located in the utensil drawers in the kitchen.
- **▼** Beverage Containers: We have four beverage containers with stands located above refrigerators.
- ▼ <u>Setup</u>: There is no particular way to setup your meal. Usually, groups set it up "buffet" style on the counter and/or bar area. Food should be covered using foil or cling wrap and left out for families who come later. We recommend bringing disposable aluminum trays that come with lids. Our staff will put food away once it cools down to appropriate temps.
- **▼** Clean-up: Please wash, dry, and return items in appropriate drawers and cabinets.
- ▼ <u>Cleaning Supplies</u>: Located underneath sinks. If any are empty or missing, please see the Front Desk.
- **▼** Water Fountain: Located across from the Front Desk.
- ▼ <u>Restrooms</u>: Located in the North Wing, take the first left after the water fountain. If it's locked, get key at the Front Desk.

Please see the Front Desk if you have any additional needs or questions.

THANK YOU for serving our families!



