



PROVIDE AND SERVE VOLUNTEER GROUP GUIDELINES

Thank you for providing meals to our clients at the Faith Mission kitchens!

Meal Preparation

Volunteers have two options in providing a meal for the Faith Mission kitchens:

- Volunteers can bring ingredients and prepare them in our kitchen
- Volunteers can bring a prepared meal to reheat in our kitchen

Meal Components

Faith Mission follows the MyPlate Model in providing healthy meals to our clients. Please see the attached information about MyPlate or visit www.choosemyplate.gov. There you will find information about healthy food options as well as appropriate portion sizes and meal prep practices.

- **How many servings should we plan for?** Many factors impact the number of clients who join us for each meal, including weather, time of day or month and other outside influences.

The women and families' meal at the Grant location typically serves 50-75 women. The men's meal at the Grant location typically serves 150-175 men, and the men's meal at Faith on 8th typically serves 100 men. Breakfast meals have slightly lower attendance.
- **What is a serving size?** Serving sizes can be determined by looking at the nutrition information on the packaging of the foods you are preparing, as well as by referring to the MyPlate Model. Restaurant portions are typically much larger than recommended portion sizes, so please do not use restaurant portions as a reference.
- **Should we provide condiments and drinks?** It is not necessary to provide condiments for your meals. Salad dressings, ketchup, mustard, BBQ sauce, etc. can be provided by the kitchen in bulk. Your group can include drinks as part of your meal, but please provide large sized drink mixes that can be prepared at the kitchen rather than individual sized drinks or grocery store prepared beverages (juices, sodas, etc).
- **Can we provide a partial meal?** If your group is not able to provide a full meal, we welcome your contribution of main dishes, salads, side dishes, fruit or desserts. Please refer to the MyPlate Model for healthy options.
- **What is provided for our use in the kitchen?** Volunteers may use all of our kitchen equipment in preparing and providing meals. Please only bring with you disposable pans and utensils as it is difficult to track, clean and return these items to volunteer groups during their shifts.
- **Should we bring disposable plates, cups and utensils for clients to use?** The kitchen provides meal trays, cups and utensils for client use. Desserts are plated separately and dessert sized disposable plates are appreciated.
- **Are there any food items we should not bring?** Please do not bring individually packaged items (drinks, granola bars, condiments) as these items increase the amount waste that the kitchen staff needs to manage.

- **What if we bring too much food?** The Faith Mission kitchens serve nine meals daily. Food left over from one meal can be stored and served later in the day or week.
- **What if we do not bring enough food?** Since our attendance can be sometimes unpredictable, our kitchen staff is prepared to quickly supplement meals should there be a shortage of food.

Food Safety

Please adhere to the following guidelines to ensure food safety. Please also refer to the www.choosemyplate.gov website for additional food safety guidelines.

- Disposable hairnets, gloves and aprons will be provided for volunteer use at our kitchens. Please ask all members of your group who assist in preparation of meals off-site to wear hairnets and gloves as well to ensure food safety.
- Washing hands frequently will also help in keeping food safe.
- Please keep that cold food cold to ensure safety. Cooked items can be cooled and safely reheated in our kitchens.

Getting Your Group Involved

Preparing a meal for Faith Mission can be a fun and impactful group activity!

- **How do we promote this event within our group?** Determine the ingredients and quantities that will be needed to prepare your meal and ask members of your group, congregation or business to contribute these items. Turn it into a contest among departments or smaller groups and challenge members to contribute the most items monthly. Faith Mission can work with you to create a flyer or materials to use internally to boost support.
- **How can we stretch a limited budget?** Preparing the same meal (or slight variations) each time that you provide will allow you to shop ahead of time or in bulk for ingredients that are on sale and carry unused ingredients over to the next meal that you provide. Shopping warehouse stores (Sam's Club, Costco, GFS) for larger quantities can also help to stretch your budget (GFS requires no membership). The www.choosemyplate.gov website provides tools for eating healthy on a budget.

Frequently Asked Questions

- **When should we arrive?** If you plan to prepare your meal in our kitchen, please plan to arrive at least 2 ½ hours prior to mealtime. If you are bringing a meal to reheat, please arrive 30-60 minutes prior to mealtime.
- **Where do we enter the building?** The Grant kitchen entrance is located at the rear of the building at the loading dock. You can pull up to the dock and drop off your meal prior to parking. At Faith on 8th the kitchen entrance is also located at the back of the building.
- **Where should we park?** Parking at the Grant location is located in the Faith Mission lot (corner of Grant and Naghten as well as at the Buckeye Building, corner of Grant and McKee Alley). There is ample parking at the Faith on 8th lot.
- **How many volunteers can help in the kitchen?** Your group of up to 8 volunteers can assist in the Faith Mission kitchens.
- **What are the age restrictions for volunteers?** We welcome volunteers 14 years and older in the kitchens. Volunteers between age 14 and 17 must be accompanied by a responsible adult.

- **How do we record our volunteer hours?** The hours that you volunteer in the kitchen can be logged via VolunteerHub or sign in sheet at the kitchen sites. Additional hours will be entered for your group to account for meal preparation off site if applicable.
- **Does the kitchen ever close?** The kitchen is open 365 days per year and does not close due to inclement weather.
- **What if we have to cancel?** Please contact Elydian Gore (Faith Mission kitchen manager) at **614-338-9002**, the Community (Grant) Kitchen staff at **614-224-6617 x2142**, or the Faith on 8th kitchen staff at **614-224-6617 x2810** directly if you need to cancel your meal. Please provide at least 24 hours' notice when possible, and if cancelling within 24 hours of your scheduled meal please be sure to speak to kitchen staff directly rather than leaving a message.
- **Who can we contact with additional meal questions before we provide?** Elydian Gore, Faith Mission kitchen manager, can answer your questions about meal planning for our kitchens. She can be reached at **614-338-9002** or **egore@lssnetworkofhope.org**.
- **Who can we direct questions to during our volunteer shift?** During your volunteer shift there is always kitchen staff available to answer your questions.
- **Can we bring donations of food to the kitchen to be used at a later date?** Donations of bulk sized shelf stable food are greatly appreciated. Please do not bring prepared food from a party or buffet for food safety and storage reasons.
- **Can we donate money to cover the cost of a meal?** Donations to Faith Mission help to offset kitchen operating costs and control our food budgets. Donations can be made to Faith Mission on our website at www.faithmissionofohio.org or by mail to the address below:

Lutheran Social Services of Central Ohio
 Development Department
 500 W. Wilson Bridge Road, Suite 245
 Worthington, OH 43085

- **What if we want to provide a meal to CHOICES?** Meals provided to CHOICES are delivered to the Faith Mission Community Kitchen. At this time, CHOICES welcomes evening meals seven days a week. Meals should arrive at the Community Kitchen between 3:30 and 4:00 p.m. and will be delivered to the CHOICES shelter by LSS staff. CHOICES houses about 75 individuals, including up to 40-50 children. Menus should reflect options for children as well as options that allow residents to choose meatless portions. Please contact Roberta Baioni, director of volunteer engagement, at **rbaioni@lssco.org** or **614-429-5516** for more information.

Clean: Wash Hands and Surfaces Often

Bacteria can be spread throughout the kitchen and get onto hands, cutting boards, utensils, counter tops, and food.

- Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom or changing diapers.
- Wash your hands after playing with pets or visiting petting zoos.
- Wash your cutting boards, dishes, utensils, and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- Consider using paper towels to clean up kitchen surfaces. If you use cloth towels wash them often in the hot cycle of your washing machine.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- Rub firm-skinned fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.
- Keep books, backpacks, or shopping bags off the kitchen table or counters where food is prepared or served.

Separate: Don't Cross Contaminate

Cross-contamination is how bacteria can be spread. When handling raw meat, poultry, seafood, and eggs, keep these foods and their juices away from ready-to-eat foods. Always start with a clean scene – wash hands with warm water and soap. Wash cutting boards, dishes, countertops, and utensils with hot soapy water.

- Separate raw meat, poultry, seafood, and eggs from other foods in your grocery shopping cart, grocery bags, and in your refrigerator.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.
- Use a food thermometer, which measures the internal temperature of cooked meat, poultry, and egg dishes, to make sure that the food is cooked to a safe internal temperature.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood, or eggs.

Cook: Cook to Proper Temperatures

Food is safely cooked when it reaches a high enough internal temperature to kill the harmful bacteria that cause foodborne illness. Use a food thermometer to measure the internal temperature of cooked foods.

- Use a food thermometer, which measures the internal temperature of cooked meat, poultry, and egg dishes, to make sure that the food is cooked to a safe internal temperature.
- Cook beef roasts and steaks to a safe minimum internal temperature of 145°F. Cook pork to a minimum of 145°F. All poultry should reach a safe minimum internal temperature of 165°F throughout the bird, as measured with a food thermometer.
- Cook all ground meat to 160°F. Information from the Centers for Disease Control and Prevention (CDC) links eating undercooked ground beef with a higher risk of illness. Remember, color is not a reliable indicator of doneness. Use a food thermometer to check the internal temperature of your burgers.
- Cook eggs until the yolk and white are firm, not runny. Don't use recipes in which eggs remain raw or only partially cooked. Casseroles and other dishes containing eggs should be cooked to 160°F.
- Cook fish to 145°F or until the flesh is opaque and separates easily with a fork.

- Make sure there are no cold spots in food (where bacteria can survive) when cooking in a microwave oven. For best results, cover food, stir and rotate for even cooking. If there is no turntable, rotate the dish by hand once or twice during cooking.
- Bring sauces, soups and gravy to a boil when reheating. Heat other leftovers thoroughly to 165°F.
- Use microwave-safe cookware and plastic wrap when cooking foods in a microwave oven.

Chill: Refrigerate Promptly

Refrigerate foods quickly because cold temperatures slow the growth of harmful bacteria. Do not over-stuff the refrigerator. Cold air must circulate to help keep food safe. Keeping a constant refrigerator temperature of 40°F or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40°F or below. The freezer temperature should be 0°F or below.

- Refrigerate or freeze meat, poultry, eggs, and other perishables as soon as you get them home from the store.
- Never let raw meat, poultry, eggs, cooked food, or cut fresh fruits or vegetables sit at room temperature more than two hours before putting them in the refrigerator or freezer (one hour when the temperature is above 90°F).
- Never defrost food at room temperature. Food must be kept at a safe temperature during thawing. There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave using the defrost setting. Food thawed in cold water or in the microwave should be cooked immediately.
- Always marinate food in the refrigerator.
- Divide large amounts of leftovers into shallow containers for quicker cooling in the refrigerator.
- Use or discard refrigerated food on a regular basis.

Keeping Cold Lunches Cold

Prepare cooked food, such as turkey, ham, chicken, and vegetable or pasta salads, ahead of time to allow for thorough chilling in the refrigerator. Divide large amounts of food into shallow containers for fast chilling and easier use. Keep cooked food refrigerated until time to leave home.

To keep lunches cold away from home, include a small frozen gel pack or frozen juice box. Of course, if there's a refrigerator available, store perishable items there upon arrival. Insulated, soft-sided lunch boxes or bags are best for keeping food cold, but metal or plastic lunch boxes and paper bags can also be used. If using paper lunch bags, create layers by double bagging to help insulate the food.

Some food is safe without a cold source. Items that don't require refrigeration include whole fruits and vegetables, hard cheese, unopened canned meat and fish, chips, breads, crackers, peanut butter, jelly, mustard, and pickles.

Keeping Hot Lunches Hot

Use an insulated container to keep food like soup, chili, and stew hot. Fill the container with boiling water, let stand for a few minutes, empty, and then put in the piping hot food. Keep the insulated container closed until lunchtime to keep the food hot — 140°F or above.

For more information, visit the USDA Food Safety and Inspection Service (FSIS).