



## **Cook Dinner at Mountain View Emergency Family Shelter**

Volunteers are needed to provide and serve dinner for homeless families living at our emergency shelter in Martinez. By providing a meal, you're providing a family dining experience while ensuring no one goes hungry. Your participation and support is greatly appreciated!

**Location:** 1391 Shell Ave, Martinez, CA 94553 (entrance is on Orchard Ave.)

**Time:** Dinner is served at 6:00pm, with the exception of Wednesdays when our Triple P parenting class occurs. (Please check with the shelter in regards to this.) Volunteers are allowed to show up as early as 2:30pm to begin meal preparation.

**Quantity:** Plan on providing dinner for 12 adults and 15 children. To get an exact count and any food allergies, please call the Transition Services Program Manager, Martie Steinmetz at (925) 228-6920 the week before your scheduled day.

**Purchasing Ingredients:** Please purchase items to prepare the meal, beverages (only low-fat milk, water or 100% juice) and desserts.

**Suggested Meals:** Casseroles, kid-friendly finger foods, mac & cheese, salads, mashed potatoes, roasts, chicken and other family friendly foods.

**Preparing Dinner:** Volunteers are welcome to prepare the meal offsite and bring it to the shelter to serve. Volunteers may also choose to use our commercial kitchen on site to prepare the meal.

- Food handling guidelines must be strictly enforced.
- Wash hands before serving and preparation of food.
- Use gloves when handling food.
- Wear a hair restraint when working in the food serving/preparation area.
- When you taste food, do not put the utensil back into the food.
- Cover food and utensils when not in use.
- Check expiration dates on food items

**Serving Dinner:** Meals are served cafeteria style.

- All hot meals remain behind the counter and are served by staff or volunteers.
- All beverages and cold dishes are put on the tables in front of the counter so that clients can serve themselves.

**Eating Dinner:** Once all clients are served, volunteers are encouraged to join clients and dine with them.



**Clean-Up:** Please, clean-up after the meal is finished. Store and label any left-over food which is used for lunch the following day.

**Children Volunteering:** Children under 15 years of age must be supervised and are not allowed in the kitchen. We ask that volunteers bringing small children limit the number of children to no more than five.

**Additional Items:** The shelter relies on generous donations by the community to sustain the site. If you would like to donate any additional items, such as paper plates and cleaning supplies, please contact Martie at (925) 228-6920 for a list of current needs.

**Questions:** Contact Martie Steinmetz at (925) 228-6920 or [MaritesS@shelterinc.org](mailto:MaritesS@shelterinc.org).