

Ronald McDonald House Meal Program Volunteer Guidelines



The Ronald McDonald House provides a home to 105 families of children undergoing treatment for cancer or other serious illnesses. We wholeheartedly welcome volunteers and trust you will adhere to the following:

Individual Health Requirements

- You do not have any COVID-19 symptoms, nor are you waiting for COVID-19 test results.
- You have not, to the best of your knowledge, had close contact (within 6 feet for more than 15 minutes) with anyone who recently tested positive for COVID-19 or anyone who has symptoms.
- You have not, to the best of your knowledge, been exposed within the last 3 days to anyone with chickenpox, measles, shingles, TB, hepatitis, or E coli.
- You do not have any of these symptoms: sore throat, runny nose, watery eyes, fever, chills, unexplained rash, general aches, nausea, vomiting, and diarrhea.
- You do not have an open cut, wound, or sore that is red, puffy, or draining.
- You can control any allergy symptoms with medication (no runny nose, sniffles, or cough).

Age and Group Requirements

- Volunteers must be 16 or older. No one under the age of 16 may accompany the volunteer group. Teens must have had chickenpox or been immunized for chickenpox. There must be a 1:2 ratio of adults to teens.
- A **maximum of 9 volunteers** may participate.
- Volunteers may never be alone with a child at any time, nor enter a family's private room.
- Volunteers will refrain from sharing religious or political beliefs, or personal information with families.
- Volunteers may not offer services or goods to individual residents.
- Feel free to take photos of group members while at the House. Do not take photos of children, parents, or other residents staying at the House, even with their permission.

Team Lead Expectations

Team lead is responsible for organizing your team, providing team members with these volunteer guidelines, and communicating with the Meal Program Manager prior to your cooking date.

Timing

Arrival: 1:00pm unless otherwise arranged. Please plan for all volunteers to arrive at the same time.

Departure: Volunteers leave when the kitchen is clean. Generally, it's a 3-hour time commitment.

Location, Parking, and Checking In

Main Building/House A: 5130-40th Ave NE, Seattle, 98105.

Parking: available for free on the street. There may be space in our surface lot.

Arrival and Check-in Requirements:

- All volunteers must check in at the Front Desk.
- Team lead fills out the contact and donation section of the Donation/Group Sign-In form. All volunteers sign in on the bottom of the form and apply hand sanitizer.
- If your car has groceries to unload, pull forward in the drive thru. Ring the buzzer to be admitted into the Lobby where someone will provide you with a cart or two as needed.
- Once check-in is complete, culinary staff will escort you to the Meal Program Kitchen.

Menu Planning and Meal Service

Number of meals to make: 150. The average cost is \$5.00/meal.

Menu and grocery options:

- Option #1: You make a \$500 donation, and we plan the menu and procure the groceries. All is provided and ready when you arrive.
- Option #2: You choose one of our many family-favorite menu plans and purchase the groceries on the corresponding shopping list. Menu choices will be provided.

The process:

- Groups cook 150 dinners in our commercial kitchen, starting at 1 pm, supported by our culinary staff.
- Hot food is cooled; all meals are packed into boxes and then stocked in our Family Fridge.
- We provide all the packaging for both Option #1 and #2 meals.

Food Safety Guidelines

Food safety is essential at the Ronald McDonald House. Children with weakened immune systems are more at risk of infection brought on by disease-causing bacteria in food. To avoid this, please use caution when handling, transporting, and preparing food. Our culinary staff will assist you with this in the Meal Program Kitchen.

Food Handling and Transporting:

- All food must be prepared on-site at the House or purchased from/or prepared in a commercial kitchen (restaurant, catering facility, or grocery store).
- Food handling or preparation for the House may not be done in a home kitchen.
- Food prepared in a commercial kitchen must be cooled to 41 degrees or less before transport to the House.
- Any perishable food or ingredients (i.e. meat, cooked starches, dairy products, cut fruit and vegetables) brought to the House must be kept at 41 degrees or less during transport.

Washing Hands and Wearing Gloves:

- Wash hands often and well. Clean hands are the most important food safety tool.
- **Never touch food with bare hands.** Wear gloves and use serving utensils.
- Change gloves after touching your phone.

Cleaning and Sanitizing Surfaces:

- Clean and sanitize all food preparation surfaces before using, in between the preparation of different foods on the same counter, and during final clean-up.
- Groups are responsible to help clean counters, sinks, and carts after the cooking process is finished.

Maintaining Proper Food Temperatures:

- Thermometers are provided. Culinary staff will assist with periodically checking food temperatures.
- Heat food to proper temperatures (posted in Meal Program Kitchen).
- All meat must be fully cooked (well done).
- Cooked food must be cooled quickly to at least 70 degrees before packaging.