

# 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 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 or ailments: sore throat, runny nose, watery eyes, fever, chills, unexplained rash, general aches, nausea, vomiting, or 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. Teens 16-18 must previously 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 guidelines, and communicating with the Meal Program Manager prior to your cooking date.

## Timing

**Arrival:** 1:00pm. 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:** 5130-40<sup>th</sup> 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 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 dinners to make: 150.**

### Menu and grocery options:

- Option #1: You make a \$500 donation, and we plan the menu and do the shopping; you join us in the kitchen. All is provided and ready when you arrive. Option #1 is only available Monday-Friday.
- Option #2: You work with us on a menu plan; you shop for the ingredients and then cook with us. Option #2 is available on weekdays as well as on weekends (subject to availability).

### 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 at greater risk of infection caused by disease-causing bacteria in food. To prevent this, follow guidelines below when handling, transporting, and preparing food. Our culinary staff will assist you with this in our 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 for helping clean counters, sinks, and carts after cooking 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.