

Ronald McDonald House—Meal Program Volunteer Guidelines



Volunteer Requirements for the Health, Safety and Well-Being of All

- **Volunteers may be asked to show proof of being vaccinated against COVID-19.**
- **Volunteers may be asked to complete a verbal health questionnaire when checking in.**
- Exposure to infectious and communicable disease represents a serious health threat to families at the House. All volunteers must be completely healthy with no symptoms of illness **within 72 hours** of volunteering. Symptoms of illness include sore throat, runny nose, coughing, sneezing, watery eyes, fever, chills, unexplained rashes, general aches, nausea, vomiting, or diarrhea. Volunteers should stay home if they have been exposed to a communicable illness such as COVID-19, chicken pox, shingles, measles, tuberculosis, hepatitis, or E. coli, or have been vaccinated with a live virus.
- **Masks are optional.**
- Anyone with allergies must be able to control all symptoms with medication. Otherwise, they should stay home.
- 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.
- We welcome volunteers, staff and families of all backgrounds, races, and religions. Please exclude any personal religious references while on-site to safeguard a welcoming space for all.
- Volunteers may not exchange personal information with or offer services to our families.
- Volunteers may not ever be alone with a child or touch a child without parental permission.
- Photos of your group and the House are allowed, but no family members may be included in photos.

Preparing to Volunteer:

Review the checklist below before committing to participate.

- We are all vaccinated against COVID-19 and will be prepared to show proof of vaccination.
- We understand that we cannot be sick or have symptoms of any kind 72 hours prior to volunteering.
- All of us are at least 16 years old.
- Our group has 9 volunteers (or fewer) and there is at least one adult participant for every two minors in the group.

Team Lead Expectations

- Team lead is responsible for organizing team, providing team members with volunteer guidelines, and for ensuring that all members of the team are vaccinated.
- **Email Reminder and Confirmation:** We will email a reminder to the team lead one to two weeks prior to the event, requesting confirmation of the date, the planned menu (if applicable), and team roster.

Timing

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

Departure time: Volunteers depart when the kitchen is clean. In general, it is a 3-hour time commitment.

Location, Parking, and Checking In

- **Main Building/House A:** 5130-40th Ave NE, Seattle, 98105.
- **Parking:** usually plenty 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. If your car has groceries to unload, pull forward in the drive thru. Ring the buzzer to be admitted into the Lobby where a member of the culinary staff will greet your group. 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.
- **Once check-in is complete:** Culinary staff will meet you and take you to the Meal Program Kitchen.

Menu Planning and Meal Service

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

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.

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 Kitchen.

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.
- If you use your phone, change gloves afterwards.

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.
- Use our DZ-7 sanitizer spray and paper towels to clean work surfaces. When using DZ-7, dry surface thoroughly before using. **Note:** DZ-7 is not safe for dishes etc. that come in direct contact with food.

Maintaining Proper Food Temperatures

- Thermometers are provided. Culinary Staff will assist with periodically checking food temperatures.
- Cook 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.

Marla Malone / Meal Program Manager & Activities Coordinator / marla@rmhcseattle.org / 206.838.0621