



Thank you for volunteering! We are so grateful for you sharing your time and talents with us. Here is some basic information for your volunteer role.

- If you are ill, please do not come in for a shift. Let us know as soon as possible so we can schedule a substitute.
- We strive for a positive experience for all volunteers & neighbors. If you have any questions or concerns, please don't hesitate to let us know.

## Kitchen

- Please arrive at 10:30am to begin prepping Meals on Wheels.
- \*\*\*See kitchen procedure sheet (located on front of the cooler by the door & on the next two pages) for more details about bagging/serving meals.\*\*\*
- If you have any questions/concerns, please let staff know!

<b>Upon arrival</b>	Get clipboard from staff, turn ovens to 250 degrees, wash hands, put on gloves & hair covering.
<b>10:30-10:45 - Meals arrive from Horizons</b>	<ul style="list-style-type: none"> <li>Check temp of 1 meal by pointing the thermometer at the bottom of the meal and pulling the trigger.</li> <li>Record date, walk-in temp, time meals arrived, what the meal is, the meal temp and your initials on the kitchen log.</li> </ul>
<b>Meal Temperature</b>	If the temp is below 140, place meals and warming pads on baking sheets (warming stones can sit directly on the oven rack) and place in the oven. Check the temp again after 10 minutes. If below 165, leave in the oven and recheck after 5 minutes.
<b>Prepare delivery sides</b>	<ul style="list-style-type: none"> <li>Set out number of paper bags needed for each route. (1 bag per meal). Write 'NO MILK' on the number of bags not getting milk, remove milk from walk-in.</li> <li>Place 1 carton of milk and any sides in brown paper bags ('NO MILK' bags will only get sides).</li> <li>Grab red coolers from the closet. Put 2 ice packs in each cooler. (Ice packs are in the short white freezer)</li> <li>Place appropriate # of brown bags in each cooler.</li> <li>Date any extra meals/sides, put in walk-in.</li> </ul>
<b>Prepare delivery meals</b>	<ul style="list-style-type: none"> <li>If meals are at temp when they arrive, make sure the correct number of meals is in each bag for each route. Slip the route sheet into the plastic window on the top of the bag.</li> <li>If meals are not at temp, put them into the oven until they reach 165 or above.</li> <li>Put 1 warming stone in the bottom of each bag, place appropriate # of meals into each bag, then lay warming pad on top of meals. <b>TURN OVEN OFF.</b></li> <li>Put hot bag and cooler for each route next to each other on the counter.</li> </ul>
<b>11:00-11:30 Delivery drivers arrive</b>	**If drivers do not arrive by 11:30, inform staff.**
<b>Light Clean up</b>	Wipe counters w/detergent and then with sanitizer. Return clipboard to staff <b>THANK YOU!!!</b>

<b>KITCHEN DUTY: LINN LUNCH BUNCH</b>	
<b>Mondays &amp; Fridays Only - Linn Lunch Bunch</b>	<ul style="list-style-type: none"> <li>Set the oven to 250. Once food arrives, take pans out of bags and put them in the oven. Keep in the oven until time to serve. Check temp (165 or above) before serving.</li> </ul>
	<ul style="list-style-type: none"> <li>Set silverware, napkins, salt/pepper, condiments, and cups of water (for whoever wants some) on the counter in front of the window by the microwave.</li> <li>Get milk out of the walk-in along with an empty cup for those that want milk.</li> </ul>
	<ul style="list-style-type: none"> <li>Serve on plates. Use appropriate measured ladles and follow serving sizes written on meals. (ie: 2 4oz scoops for casseroles, 1 2oz scoop for sides).</li> <li>Any leftover food can be packaged and given to those attending lunch. If meals are not taken, label / date them and put them into Self-Serve Cooler.</li> </ul>
	<ul style="list-style-type: none"> <li>When guests are finished, clear tables, wash dishes &amp; wipe down counters &amp; tables. THANK YOU!!!</li> </ul>