



RONALD McDONALD
HOUSE OF DANVILLE, INC.



Ronald McDonald House of Danville Inc. Meal Program



Thank you for extending your hearts to our House by providing a nutritious meal for our families!

Guidelines:

- Your kitchen crew must be limited to **no more than 8 individuals** so that other guests can still use the kitchen if they choose.
- **Since we frequently have immune suppressed children using the House, we are very concerned about spreading infectious disease. We ask that you don't come to the House if you have been exposed to anything contagious within the past two weeks prior to your visit, or if you have a cold, flu or virus.**
- It is very unlikely that all guests will be at the House at the same time due to visitation and individual schedules; therefore, please consider a meal that can be held at serving temperatures in crock pots or our electric roasters.
- We ask that you clean up the kitchen as part of your service to the House after preparing and serving your meal. Please let the office know when you arrive at the House so that we can assist you with set up. We would also be happy to give you a tour of the facility and tell you more about "Our House".
- If you don't have the time to cook a meal at the House, consider donating commercially prepared and take-out meals – pizza, fried chicken, and frozen entrées, along with a salad and store bought dessert make a great meal for our guests. Although our house guests are very appreciative of the meals that are provided for them, we do get a tremendous amount of pasta dishes. May we suggest: hoagies, tacos, meat loaf, and homemade soups? If you're bringing frozen entrees, please be sure to have them at the House to allow for sufficient baking time so that they can be served by 6:00 p.m

We ask all Meal Program participants to thoroughly read and sign the detailed food handling practices listed below.

Food Handling Practices:

1. **Keep Cooking Area and Handlers Clean.** While most microorganisms do not cause disease, dangerous microorganisms are widely found in soil, water, animals, and people. These microorganisms are carried on hands, wiping cloths, utensils, and cutting boards. The slightest contact can transfer microorganisms to food and cause food borne diseases.
 - Wash your hands before handling food and often during food preparation.
 - Wash your hands after going to the toilet.
 - Wash and sanitize all surfaces and equipment used for food preparation.
 - Protect kitchen areas and food from insects, pests and other animals.

- **All food servers/handlers are required to wear disposable gloves that are provided in the House kitchen.**
2. Separate Raw and Cooked. Raw food, especially meat, poultry and seafood, and their juices, can contain dangerous microorganisms which may be transferred onto other foods during food preparation and storage.
 - Separate raw meat, poultry and seafood from other foods.
 - Use separate equipment and utensils such as knives and cutting boards for handling raw foods.
 - Store food in containers to avoid contact between raw and prepared foods.
 3. Cook Thoroughly. Proper cooking kills almost all dangerous microorganisms. Foods that require special attention include minced meats, rolled roasts, large joints of meat and whole poultry.
 - Cook food thoroughly, especially meat, poultry, eggs and seafood.
 - Bring foods like soups and stews to boiling to make sure that they have reached the proper temperature. For meat and poultry, make sure that juices are clear, not pink. Ideally use a thermometer.
 - Reheat cooked food thoroughly.
 - During the hot weather, we ask that you eliminate mayonnaise from your salads.
 4. Keep Food at Safe Temperatures. Microorganisms can multiply very quickly if food is stored at room temperature. By holding at temperatures below 40 degrees F, or above 140 degrees F, the growth of microorganisms is slowed down or stopped. Some dangerous microorganisms still grow below 40 degrees F.
 - Do not leave cooked food at room temperature for more than 2 hours.
 - Refrigerate promptly all cooked and perishable food.
 - Keep cooked food hot prior to serving.
 - Do not store food too long, even in the refrigerator or freezer.
 - Do not thaw frozen foods at room temperature, thaw in refrigerator.
 5. Use Safe Water and Raw Materials. Raw materials, including water and ice, may be contaminated with dangerous microorganisms and chemicals. Toxic chemicals may be formed in damaged and moldy foods. Care in selection of raw materials and simple measures such as washing and peeling may reduce the risk.
 - Use safe water or treat it to make it safe.
 - Select fresh and wholesome foods.
 - Choose foods processed for safety, such as pasteurized milk.
 - Wash fruits and vegetables, especially if eating raw.
 - Do not use food beyond its expiration date.

The following Kitchen/food safety supplies will be provided and will be easily accessible to all staff and volunteers.

- A working thermometer (or pyrometer) for measuring the temperatures of meat products after cooking to make sure they have been fully cooked or to check if refrigerated produces are being stored at or below 40 degrees F.
- Proper hand washing supplies (hand soap, warm water, and paper towels) at every kitchen sink location.

- Proper cleaning supplies (sanitizer spray and paper towels) for cleaning and sanitizing kitchen surfaces.
- Dishwasher and supply of dish washing detergent.
- All basic food preparation implements are available, including ovens, stoves, microwave ovens, and most other cooking and serving utensils. Coffee, tea, seasonings, and other staple food items are normally available in the House. We frequently have abundance of donated food items that can be used when planning your menu. Call the House a few days before your scheduled meal to check on available items for your meal. If you know your menu ahead of time, please contact us and we will let our guests know what you are preparing for them.



Another idea that you might be interested in is our “Bake & Freeze” Program. This opportunity allows you to bake entrees or desserts and freeze them to be used when a meal group is not present.

By signing this form, I/We attest that I/We have read, understand, and agree to follow the Guidelines and Food Safety Practices listed above. In addition, by signing this form, I/We agree to be responsible for all participants, within my/our group, for following the Guidelines and Food Safety Practices listed above.

Meal Group Representative Signature

Date

Meal Group Contact Information

Contact Person:

Group Name (if applicable):

Address:

Phone # of Contact Person: _____

E-mail Address: _____

Proposed Date: _____ Alternate Date: _____

Arrival time: _____ Serving time: _____

Preparing: **Breakfast** **Lunch** **Dinner**

Number of Kitchen Crew: _____ (maximum 8 people) Larger groups can divide between initial and alternate day.

_____ I/We will use the House kitchen to prepare/cook a meal.

_____ I/We will bring a commercially prepared meal.

Please return this form to:

Program Supervisor/Volunteer Coordinator

Ronald McDonald House of Danville, Inc.

100 North Academy Ave. & Care Lane

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(570) 271-8182 Fax

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