



COOKING GUIDELINES

In our Emergency Shelter, we provide our clients with 3 meals a day, 7 days a week, and 365 days a year. That's 1,095 breakfasts, lunches, and dinners annually!

It's community groups like yours that **provide** these nutritious meals, **purchase** the food, **prepare & serve, or drop off** the meal to our clients. Your in-kind donations of food and volunteer hours help us help some of the most vulnerable members of our community.

Here's what you need to know to have a smooth and meaningful volunteer experience. Please share this information with all the members of your cooking team.

1. Assemble a team/group of 5-10 volunteers to assist you. For safety reasons, please do NOT bring children under the age of 10 along with you.
2. Schedule dates/meals with Kris Batista at: KBatista@opphouse.org or (610) 374-4696 ext. 234

If you plan to drop off your meal. Plan your meal in advance, off-site, prepare to arrive to prepare and cook at least an hour before the scheduled serving time so the Opportunity House kitchen staff has enough time to assemble, heat and prepare to serve the meal. Select foods that are nutritious and can feed many people. Plan a main course along with side dishes, dessert, and a beverage. If you need something to supplement your meal, such as canned fruits or vegetables, salad dressings, or condiments, we usually can provide those, but it is best to check with the volunteer coordinator about their availability before you come in.

4. Mealtimes are as follows:

Breakfast: served at **7:00 am** during the week (M-F) and at **8:00 am** on weekends and holidays.

Lunch: served at **12:00 pm** every day.

Dinner: served at **6:30 pm** every day (Effective May 1, 2024).

5. **Parking:** When you arrive at Opportunity House located at: 430 North 2nd Street. Drop off your meal at our Shelter Entrance which is located on the Left-hand side in the fenced-in lot at the end of North Second Street closest to the train tracks. Go up the ramp and knock on the shelter entrance door and someone will come up and unload your car for you. You must knock to be let inside. Please check-in at the desk with the staff member who will assist you with whatever you need and please do not hesitate to ask for help!

6. All food is served cafeteria-style from the counter window on plastic school trays that will be provided.

Important: Inclement Weather Procedure

We do not want anyone to put themselves in danger. If your group will be unable to serve its scheduled meal due to bad weather, **please do not leave a voicemail. Rather, call the Shelter Desk at 610-374-4696, extension 247, and speak to someone directly.** The shelter staff needs to know of your cancellation as soon as possible so it may begin to make alternative plans for the upcoming meal.

If the weather is predicted to turn bad when you are scheduled to serve your meal, you may deliver your meal/ food to Opportunity House earlier in the day and we will serve it for you.

If you have any questions about these cooking guidelines or the meal procedures, please contact:

Kris Batista at: kbatista@opphouse.org (610) 374-4696 ext., 234

**Thank you so much for all you do.
We couldn't continue to do what we do every day without you!**