

Adopt-A-Meal Program Guidelines

The Adopt-A-Meal Program is a service of the Ronald McDonald House of Greater Chattanooga, and its goal is to provide nutritious meals for the residents of the House so that each family can concentrate on their hospitalized child.

Adopt-A-Meal Volunteers...

- Will be given an orientation/tour of facilities before their first meal
- Should have the ability to plan and prepare a meal for an average of 30-35 people for breakfast/lunch and 60-70 people for dinner
- Is one group of 8 volunteers or less
- May have student groups with an adult chaperone
- Send their menu to House Manager for approval
- Use donated food items if available in Pantry and Walk in Cooler/Freezer areas
- Provide purchased items from grocery store or restaurant
- May obtain an Inkind Form for tax purposes
- Must prepare food on-site in the House Great Kitchen
- All dishes and “regular” cookware are provided. You are welcome to bring any of your favorite specialty items to use.
- Do not need masks or Covid vaccines at this time
- Call the House Manager to determine the headcount
- **Agree to provide alternative meal if group has to cancel**

Adopt a Meal Tips

- Food leftovers from outside events or meetings cannot be accepted.
- Desserts are optional. Some House favorites are muffins, cookie bars, banana pudding, cobblers and dump cakes.
- We always have tea and coffee available free of charge. Make sure there is iced tea prepared (3 gallons sweet and 1 gallon unsweetened); make fresh coffee if desired. Please see instructions at Coffee Bar in the bottom cabinets.
- We suggest that you DO NOT fill cups with ice to save clean up time and storage supplies.
- Coke products are available for purchase at just \$0.50. We have an ice machine located in our Great Kitchen.
- Only packaged and unopened foods purchased from a grocery store can be accepted, including fresh whole fruits and vegetables.
- We welcome and encourage your groups to interact with our families. However, RMHC program is secular, and as such, we do not promote one religious or spiritual belief system over another, nor do we promote religion over non-religion. We support each family's right to personal expression.
- Please know that during your time at Ronald McDonald House, you may or may not have the opportunity to visit with families. Families have varying schedules based on their child's medical needs, so if you do not meet families, please know they will enjoy & appreciate your meal when their schedules allow!

Upon Arrival

- Arrival times are 8:30am and 10am for Breakfast/Lunch and 4pm for Dinner
- Please let us know if you need more time
- Parking for the RMHC Adopt a Meal volunteers is located in the first gated lot to the left. Please refrain from parking beside the House.
- You may pull to our back donation door on the right to unload. Call 423-778-4300 for assistance.
- Rolling carts are available for transporting food and supplies.
- All guests to the House must come in at the front door entrance & receive a badge to be worn while in the House. ALL volunteers must be healthy and without any contagious symptoms. Completion of a health questionnaire must be completed upon arrival to the house.

USDA Food Safety Steps for Successful Community Meals

1. Store & Prepare Food Safely

- Refrigerate or freeze perishable food within 2 hours of shopping or preparing; 1 hour when the temperature is above 90 °F.
- Find separate preparation areas in the work space for raw and cooked food.
- Never place cooked food back on the same plate or cutting board that held raw food.
- Wash hands with soap and warm water for at least 20 seconds before and after handling food and after using the bathroom, changing diapers, or handling pets.
- All used items should be run through the dishwashers, NOT hand washed.

2. Cook Food to Safe Minimum Internal Temperatures

- Use a food thermometer to check the internal temperature of meat, poultry, casseroles, and other food. Check temperature in several places to be sure food is cooked to a safe minimum internal temperature.
- Never partially cook food for finishing later because you increase the risk of bacterial growth.

3. Transport Food Safely — Keep hot food HOT. Keep cold food COLD.

- Keep hot food at or above 140 °F. Wrap well and place in an insulated container.
- Keep cold food at or below 40 °F. Place in a cooler with a cold source such as ice or frozen gel packs.

4. Need to Reheat? Food must be hot and steamy for serving. Just "warmed up" is not good enough.

- Use the stove, oven, or microwave to reheat food to 165 °F. Bring sauces, soups, and gravies to a boil.

5. Keep Food Out of the "Danger Zone" (40-140 °F).

- Keep hot food hot - at or above 140 °F.
- Keep cold food cold — at or below 40 °F.

6. When In Doubt, Throw it Out!

- Discard food left out at room temperature for more than 2 hours; 1 hour when the temperature is above 90 °F.

7. Be Food Safe! Prepare with Care

- **CLEAN.** Wash hands, utensils, and surfaces often.
- **SEPARATE.** Don't cross-contaminate.
- **COOK.** Use a food thermometer.
- **CHILL.** Chill food promptly.

RMHC GREAT KITCHEN EQUIPMENT:

2 stoves	2 refrigerators	2 bbq grills
4 ovens	2 microwaves	3 dishwashers
1 griddle	1 stand up mixer	stockpots and saucepans
1 toaster oven	1 hand mixer	cookie sheets
1 toaster	4 crockpots	large utensils

Clean-Up & Leftover Food Storage

- Groups are ready to leave once all used items have been washed/ sanitized through the dishwashers and put away.
- All used items should be run through the dishwashers, **NOT** hand washed.
- Load in the commercial dishwasher and put away any pots, pans or utensils used in the preparation of the meal.
- Commercial dishwasher needs to be heated up to 150 degrees. Detergent feeds through the side cabinet. Push START, green light comes on, once it goes off wash is complete. There is steam and heat upon opening.
- Any ingredients not used can be loaded back on a cart to be taken downstairs for a future meal.
- **Families returning to the House will be served an individual serving plated up until 7:00pm by AAM groups, Kitchen Attendant or Staff.**
- All leftover food should be portioned into individual containers after 7pm. The House has these containers available and can be found in the cabinet on the left side of the refrigerator.
- Mark each container using a permanent marker with the contents only, **NO DATES** and store in the refrigerators.

Parking

Please reserve the volunteer parking spots on the side of the building for our front desk volunteers. We have additional parking in the front gated area on the left of the building. No charge for parking.