

# Meals Program Guidelines



VOA Youth  
Resource Center

We so appreciate your interest in providing a home-cooked meal for the youth at VOA's Youth Resource Center. You'll be providing a much-needed service to youth (ages 15-22) who are at risk of or currently are experiencing homelessness.

Below, you'll find guidelines to help you plan a successful meal. Please share this information with all members of your group prior to your scheduled meal. This program is for groups with a maximum of 10 volunteers and usually requires a 3-4 hour commitment. Volunteers are responsible for the making (or providing), serving, and cleaning up of the meal. Volunteers must be 16 years of age and up.

If you're working with a larger group, please consider breaking up groups into two separate meals or having part of the group help with preparations and the other help with cleanup. We strive to create stability and consistency for our youth, so please keep to these times and only serve to-go boxes when the kitchen is closed.

Serving requirements:

- Breakfast: You will need to make (or provide) enough food for 40-50 individual servings.
  - Arrive at the Center before 7:45 a.m.
  - 7:45 a.m. Make breakfast
  - 8:30 a.m. Serve first helpings.
  - 9:00 a.m. Serve second helpings.
  - 9:30 a.m. Close kitchen.
  - 9:35 a.m. Clean kitchen.
- Lunch: You will need to make (or provide) enough food for 40-50 people individual servings.
  - Arrive in Center before 12:30 p.m.
  - 12:30 p.m. Make Lunch
  - 1:00 p.m. Serve first helpings.
  - 1:30 p.m. Serve second helpings.
  - 2:00 p.m. Close kitchen.
  - 2:05 p.m. Clean kitchen.
- Dinner: You will need to make (or provide) enough food for about 40-50 people. Serve individual plates to youth.
  - Arrive in Center before 5:30pm
  - 5:30pm Make Dinner
  - 6:00pm Serve first helpings.
  - 6:30pm Serve second helpings.
  - 7:00pm Close kitchen.
  - 7:05pm Clean kitchen.

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These schedules reflect reasonable estimates, but please know that the times may vary depending on the actual number of people attending the meal. If all the food isn't eaten at the time of the meal, it will be warmed up as leftovers later and very much appreciated.

Most cooking utensils, cooking and serving equipment are provided. We do not provide paper products such as plates, napkins, silverware and cups, though you are welcome to bring them to ease the cleanup process for your service. Bring any extra equipment you might need such as a rice cooker, specialty cake pans, etc. We have fruit drink mixes you make and water. You do not need to bring additional beverages, but if you prefer other drinks, you are certainly welcome to do so.

On average, most groups take about 1-2 hours for prep time depending on the complexity of the meal.

## Menu Planning

A complete meal includes a main dish with both a meat and a vegetarian option. Feel free to be creative or cook your own family favorites. Ingredients will not need to be displayed, but be prepared to offer a verbal list of ingredients in case a guest questions you regarding food sensitivities or restrictions.

## Pantry Items

The following is a limited list of items we can order ahead of time. You will need to contact the onsite coordinator. Contact information is listed on the last page. Items that are underlined are often in our pantry and available for meal preparation.

### *Canned Meats*

Chili  
Pork and beans  
Tuna  
Turkey chunks

### *Canned Fruit*

Applesauce  
Pears  
Peaches

### *Canned Veg*

Corn  
Green beans  
Spaghetti sauce  
Tomato sauce  
Tomatoes diced

### *Drinks*

Fruit juice  
Hot Cocoa

### *Desserts*

Pudding chocolate  
Pudding vanilla

### *Seasonings*

Pepper  
Salt  
Vanilla extract

### *Beans*

Black, Pinto  
Garbanzo, White, Navy,

Kidney

### *Baking and Condiments*

Instant potatoes  
Rice  
Vegetable oil  
Vinegar  
Catsup  
Honey  
Jam strawberry  
Jam raspberry  
Pancake syrup  
Peanut butter  
Salsa  
Brown sugar  
White sugar  
Powdered sugar

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Pancake mix  
White flour  
Spaghetti  
Granola  
Oats, rolled  
Raisin bran  
Toasted o's

## *Dairy*

Butter  
Cheese (brick)  
Sliced cheese  
Cottage cheese  
Eggs  
Milk

## Sour cream

## *Fresh:*

Carrots  
Lettuce  
Onions  
Potatoes  
Tomatoes  
Apples  
Bananas  
Oranges

## *Meats (Frozen)*

Franks  
Ground beef

## Hamburger patties

## Sausages

## Chicken

Ham slices

## Pork roast

Turkey roast

Deli turkey (unsliced)

Deli ham (unsliced)

## *Bread*

## Bread

## Tortillas

Buns (hot dog and  
hamburger)

## Upon Arrival

You may park in the lot on the north side of the VOA Youth Resource Center. Enter the center at the north Staff Entrance. Please use the intercom to access the building.

## The Kitchen

We have one sanitizing dishwasher, two ovens, one griddle, and a gas cook top cook top.

## Serving Set Up

We serve individual plates to each youth and ask them what items of the prepared meal they would like to eat. Make sure you put out the meal cart with the utensils, cups, and napkins. Once seconds are served, the staff and your volunteer group may also go through the line. You are welcome to sit and eat with the youth.

## Clean Up

After about an hour of serving time, you may begin clean up. The youth will clean up their own tables.

Your group will need to pack up and label leftovers in to-go boxes, wash all dishes, load and start the dishwashers, clean the counters and stovetops, sweep the floors and empty the garbage.

Please leave the area as clean as when you arrived. We also encourage frequent hand washing. Whenever possible, avoid touching ready-to-eat foods with bare hands. Gloves are provided.

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## Special Notes

Please give us as much notice as possible if your group needs to cancel or reschedule.

Please do not wear any clothing that might distract clients. Examples include: low-cut tops, halter tops, tube tops, shorts above the mid-thigh, sheer clothing, clothing with drugs, alcohol, or inappropriate messages. If you show up in something that is questionable, the volunteer coordinator will ask you to go home and change.

Volunteers may not take responsibility for supervising clients' children in the absence of a parent.

If you wish to take pictures of your service, do not include any of the youth, only your group.

If you wish to have a tour of the VOA Youth Resource Center, please notify us when you schedule your meal.

We do not allow weapons of any kind on the premises including firearms, knives, ammunition, etc.

No community restitution or court ordered volunteers can participate in the program.

We have clients from around the world representing many different nationalities, cultures, and beliefs. Out of respect for those customs and belief, do not pass out any type of religious literature or engage in any type of religious socialization.

The following foods are prohibited at all meals: non-pasteurized juice and milk products, raw seed sprouts, undercooked meat, fish or eggs, and alcohol of any kind.

## Contact Us

Onsite Coordinators contact: Jenn Anderson [jenn.anderson@voaut.org](mailto:jenn.anderson@voaut.org)

For more information about other volunteer opportunities contact: Jayme Anderson  
[jayme.anderson@voaut.org](mailto:jayme.anderson@voaut.org)

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