



# The Delores Project

## Meal Program Volunteer Information

### Meal Schedule

#### Lunch

11:00 am	Arrive
11:00am - 11:55 am	Prepare
12:00pm - 12:50 pm	Serve
12:50pm - 1:00 pm	Clean Up

#### Dinner

5:45 pm	Arrive
5:45pm - 6:55pm	Prepare
7:00pm - 7:35pm	Serve
7:35pm - 7:45pm	Clean Up

#### Meal Provider Drop Off Only

Between 11:00 am - 11:45am  
Or by appointment

#### Meal Provider Drop Off Only

Between 5:45pm - 6:45pm  
Or by appointment

*\* If your meal needs to be reheated, please drop off by 11:00am. If your meal is hot or being delivered from a restaurant, please schedule delivery by 11:45am.*

*\* If your meal needs to be reheated, please drop off by 5:45pm. If your meal is hot or being delivered from a restaurant, please schedule delivery by 6:45pm.*

### Volunteer Groups

If you plan to volunteer on-site at the shelter please limit your group to 6 volunteers due to the size of our kitchen. *Volunteer Group Leaders: Please share this information with all the members of your group. Thank you!*

### What to Bring

All volunteers are required to wear a face covering while volunteering. See below for meal provider guidelines.

### Shelter Address

Nearest major intersection: Colfax and Federal

***Please note: You will receive the exact street address by email three days before your scheduled volunteer date. Please keep our address confidential for the safety of our guests.***

### Parking

There is a parking lot at The Delores Project, and we have parking passes for volunteers to use. There is also street parking in the surrounding neighborhood. Pay attention to street sweeping signs April-November to avoid a parking ticket!

### Entry

Please ring the call bell at the entrance door to let us know you arrived. For meal providers dropping off, a staff member can bring a cart to the door to help.



## Meal Provider Guidelines

- Please prepare 30 servings for lunch and 50 servings for dinner
- Plan a menu with a main dish, side dishes, salads, any accompanying condiments, and dessert as your budget allows.
- We encourage healthy, balanced meals for our guests.
- A unified meal helps the mealtime go smoothly (rather than small amounts of many things).
- The best containers are large rectangle aluminum pans.
- If you are dropping off a meal, we are happy to finish the meal on site. Please write the following on the outside of the meal containers:
  - Lunch or Dinner
  - Scheduled date for your meal
  - Any directions for re-heating, cooking, or serving

## Menu Suggestions

- Breakfast for Dinner
- Fresh Salads
- Homemade Soups
- Pot Roast/Beef Stew
- Fried Chicken
- Quiche
- Salmon and dark leafy greens
- Sandwiches
  - Italian Beef/French Dip
  - BLT
- World Cuisines –
  - Indian
  - Chinese
  - Thai
  - Latin
  - Mediterranean

Check out our Pinterest boards for more ideas: [www.pinterest.com/deloresproject](http://www.pinterest.com/deloresproject)

**To contribute to a diverse meal plan for guests, please keep in mind that these are the items we see most frequently:** lasagna, spaghetti, barbeque beef/pork, ham, meatloaf, and sandwiches.

## Dietary Restrictions

We encourage meal providers to include a few vegetarian portions if possible. We often have guests with dietary restrictions (i.e. no pork, vegetarian, GF). Current restrictions include:

- Allergy to onions
- Allergy to peanuts and cashews

Please label any food items containing these ingredients so we can let the guests know if food being served has those items.

## Our Kitchen

We've got a fully equipped commercial kitchen at the shelter to help you prepare your meals. Check out the comprehensive inventory available for your review [HERE](#).



## Meal Service

We believe that in extending true hospitality, our guests will begin to believe that they are worthy of care and regard. The hospitality you provide guests as a meal server is invaluable.

# 1

### Check in

- Visit the shelter assistant office to say hi and get keys
- Complete the check-in form on the tablet
- Grab a parking permit if you need one

# 2

### Practice food safety

- Tie back long hair
- Fill a red bucket with sanitizer
- Wash hands
- Wear gloves any time you handle and serve food
- Don't cross-contaminate
- Keep cold foods cold and hot foods hot
- Cook to appropriate temps
- Use a clean utensil when testing - every time

# 3

### Prepare for service

- Put away snack
- Finish preparing the meal
- Wipe down dining room tables
- Fill and preheat hotwell drop-ins
- Stack dirty dishes neatly in dish washing area
- Refer to volunteer binder to find additional instructions

### If you have extra time:

- Wash meal prep dishes
- Make silverware rolls

# 4

### Serve the meal

- Lunch is served at 12pm
- Dinner is served at 7pm
- Practice hospitality
- Provide normal portion sizes – guests are always welcome to come back for seconds
- Feel free to make yourself to a plate and join a table as the guests enjoy meeting volunteers!



### 5

#### Clean up

- Put leftovers in plastic containers and label with date and item name
- Chill leftovers appropriately (avoid the danger zone)
- Wipe all counters and prep table
- Wash any knives and return them to the pantry
- Make sure hot well drop-ins, ovens, burners, and flat-top are all turned off
- Drain and clean hotwell dropins, if necessary

### 6

#### Check Out

- Close the pantry and kitchen doors
- Return parking passes to the kitchen
- Return keys to the shelter assistant office

#### Feedback

Your feedback and suggestions are always welcome. After your volunteer date, please tell us about your experience and any suggestions you might have that would improve the experience for volunteers and the guests we serve by contacting:

Stephanie Johnson-Wall (she/her/hers)  
Volunteer Coordinator  
sjohnson-wall@thedeloresproject.org  
(303) 534-5411 ext. 110

Please feel free to contact Stephanie if you would like to arrange an earlier time to arrive, have any questions, or need further information about volunteering with The Delores Project.

**Thank you so much for your contribution and service!**