



**RMHC**  
Maryland

## Your Handy Dandy Checklist for Preparing Dinner

### What You Need to Know:

- ♥ We GREATLY appreciate you visiting our House to help our children and families.
- ♥ Dinner is served from 6:00 p.m.- 7:00 p.m. seven days a week.
- ♥ Groups are responsible for bringing enough food, drinks, and paper goods to serve approximately 70-80 people.
- ♥ Our kitchens are fully stocked with pots, pans, and any other kitchen utensils used for cooking.
- ♥ There is a volunteer basket at the Welcome Desk providing instructions and supplies to make your evening run smoothly.
- ♥ There are no food or allergy restrictions. If possible, having one gluten free option would be great!
- ♥ An e-mail will be sent out at the beginning of each month to double check that your group is still on board to volunteer on your scheduled date. Please confirm as soon as possible and send us your delicious menu.
- ♥ Please note, children under the age of 16 MUST be accompanied by an adult at all times.
- ♥ For cancellations; please give as much notice as possible so we may notify the families and give them enough time to make other arrangements.
- ♥ If the group is running late please dial 410.528.1010 ext. 0 to speak with our Welcome Team or Guest Services Manager

### What to Do Ahead of Time:

- Read the "Love Served Daily Handbook" in detail.
- Gather a group of 10-12 people. Groups should not exceed 12 people during one meal time and children under the age of 16 must be accompanied by an adult at all times.
- Choose a yummy menu and send it to Kim so she can share it with the families in hopes to get some tummies rumbling!
- Make a flyer promoting your meal. You can e-mail us a copy and we will post it on our information station.
- Determine how much time you will need on site to prepare and make sure you arrive in enough time to serve dinner by 6:00 p.m. At a minimum, we ask you to be here no earlier than 3:00pm and no later than 5:00 p.m.

### What to Bring With You:

- All delicious ingredients for the meal

- All paper and plastic products- plates, cups and utensils.
- Aluminum pans to use as inserts in the warming/cooling trays
  - The wells are 10 x 18, however 9x13 size aluminum pans may also be used
- Bring Music- a CD or iPod with player (optional- our families love it!)

### **What to Do When You Get Here:**

- Park in our garage which can be accessed on Baltimore St. Pull in under the “Welcome Home” sign and ring the bell on the gooseneck – the receptionist will open the gate for you
  - Please park on the second level, leaving spaces on the first level available for families. Parking in the garage may be limited; there is also on the street parking available in front of the House, on Aisquith St.
- Take the elevator to the 1st floor and walk to the Welcome Desk, located just past the grand staircase to the left.
- Upon arrival, groups must sign in at the Welcome Desk and get their yellow volunteer bracelet.
- Grab the volunteer basket located at the Welcome Desk
- Grab a cart. Carts are available for easy transport of food items to and from the kitchens. Carts are located by the staircase towards the back of the building.
- Group members should not open our door for anyone who is not in their group.
- When dinner is ready to be served please alert the Welcome Team at the Welcome Desk, and they will make an announcement to the families.
- Groups are encouraged to eat with the families that share the House and enjoy their time here.

### **What to Do Before You Leave:**

- All dirty dishes should be placed in the dishwasher. If it is full, please put soap powder in it and turn it on.
- All uneaten food should be placed in containers (located on top of the three sink cleaning station in the back kitchen area) and labeled with the day’s date and marked “free.”
  - Labels are available at the front desk. Some containers are available in the kitchens.
- There is one Free Food Refrigerator and multiple Free Food Pantries; they are all located just behind the kitchen.
- Counters should be wiped down with Lysol disinfecting wipes provided in the kitchens.
- Trash should be taken out to the dumpster located just past the restrooms near the elevators. Walk past the elevators and turn left just after you pass the restrooms – then make an immediate right and you’ll see the door that has a sign “Trash” to the right of it. The dumpsters are located just outside of this door.
- If the grill was used, please use the grill brush to clean the grates.
- Our quiet hours begin at 9 p.m. each evening. Please complete dinner clean up by that time.
- If you see anything out of order or there is something we don’t have that you would like to see in our kitchens and House, please be sure to leave us a note or message at the front desk before you leave. We need and love your input!!!

For cancellations, confirmations, scheduling and any other concerns or inquiries about the volunteer program please contact Kim Davis at [kdavis@rmhcmaryland.org](mailto:kdavis@rmhcmaryland.org) • 410.528.1010 x 117