

# Volunteer Kitchen Guidelines

For volunteer groups that would **like** to provide a meal for CCO, please be sure to follow these guidelines. However you are not required to provide the meal.

## Choosing a menu

Cornerstone's menus are focused on providing the most nutritious meals possible with the ingredients available.

- Each meal must contain a protein, vegetables, fruits, milk (1% or skim) and a grain.
- Desserts are welcome, but not required.
- CCO is prepared to serve anywhere between **250-350** people per meal, please be sure when planning your meal that you can provide enough food for everyone.
- Feel free to request to contact CCO's kitchen coordinator to help come up with ideas.

## Preparing the meal

Our goal is to always served meals promptly at their designated times, and this depends on timely meal prep.

- Breakfast Meal Prep begins at 6:30am on weekdays, and 7:00am on weekends.
- Lunch Meal Prep begins at 10:30am
- Dinner Meal Prep would begin at 1:30pm

If you are planning on making your meal at our location, please allow your team enough time to get everything ready, and have everything you need to create your meal when you arrive.

If you are planning on making your meal ahead of time at another location please plan enough time to heat any items beforehand.

## Serving the meal

As previously stated all of our meals are served promptly at their designated times and are served for 1 hour.

- Breakfast is served weekdays from 7:00 - 8:00 am and weekends from 7:30-8:30 am.
- Lunch is served every day from 12:00 - 1:00 pm.
- Dinner is served every day from 4:30-5:30 pm.

## After the meal

Part of our meal service is cleaning up after the meal is done being served. Cleaning can normally be done in around a half hour. See the clean-up checklist on page 12.

# Kitchen Cleanup Checklist

Please make sure that everything on this checklist is completed before you leave.

- All leftover food **MUST** be properly cooled, stored, and put away. (See kitchen staff for instructions.)
- Wipe down counters and tables in the kitchen AND dining room.
- Sweep and Mop kitchen AND dining room.
- Wash and put away ALL dishes and pots/pans.
- Clean out dish sinks and dishwasher.
- Turn off ovens and steam table.
- If needed* make sure to empty shop-vac.
- Take out ALL trash and put in new liners.
- Turn out the lights and lock the kitchen door.
- Before you leave check with the kitchen staff that there is nothing else that needs to be done.

Please have staff member sign below:

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