



Formerly InnVision Shelter Network

**/ Meal Provider
Volunteer Manual /**

Table of Contents

Site-Specific Guidelines: Commercial Street Inn	3
Site-Specific Guidelines: First Step for Families	4
Site-Specific Guidelines: Julian Street Inn	5
Site-Specific Guidelines: Maple Street Shelter	6
Site-Specific Guidelines: Montgomery Street Inn	7
Site-Specific Guidelines: Villa	8
Frequently Asked Questions (FAQ's)	9
Food Health and Safety	10
Meal Ideas	11
Breakfast Ideas	11
Lunch Ideas	12
Dinner Ideas	13

Contact

For questions, please contact:
Jessie Ellington, Volunteer Associate
jellington@LifeMoves.org
650.685.5880 X 180

Site-Specific Guidelines: Commercial Street Inn

Location

Commercial Street Inn
260 Commercial Street, San Jose, CA 95112 ([map](#))
Interim housing for 55 women and children

Volunteer Requirements

Age Requirements

All ages (must be 12+ to work in kitchen), under 12 can assist but not serve or cook (must be supervised at all times)

Suggested Group Size

If cooking and serving a meal: 8 – 10 volunteers
If serving a meal only: 3 – 5 volunteers
(Dinners on Monday – Thursday only)

Meal Service

Breakfast

Monday – Sunday (served at 7:00 am)
Groups are required to provide and serve the meal
(Weekdays: 15 – 20 clients / Weekends: 20 – 25 clients)

Lunch

Saturday – Sunday (served at Noon)
Groups are required to provide and serve the meal
(Weekends: 10 – 15 clients)

Dinner

Monday – Thursday (served at 6:00 pm)
Main course and Salad provided by partner agency, additional courses are welcomed
(25 – 35 clients)
Friday – Sunday (served at 6:00 pm)
Groups are required to provide and serve the meal
(20 – 25 clients)

Sign-Up

To sign up, please visit the [CSI Online Calendar](#)

Cancellations

Please contact us at least two days in advance

Kitchen Equipment

The commercial kitchen at Commercial Street Inn is equipped with a gas cook top, convection ovens, a freezer, and a refrigerator. The site also has (3) food warmers/serving stations, and enough cafeteria style plates, bowls, and eating utensils to serve the residents

Site-Specific Guidelines: First Step for Families

Location

First Step for Families
325 Villa Terrace, San Mateo, CA 94401 ([map](#))
Stabilization and interim housing for 39 families

Volunteer Requirements

Age Requirements

All ages (must be 10+ to work in kitchen), under 10 can assist but not serve or cook (must be supervised at all times)

Suggested Group Size

5 – 15 volunteers

Meal Service

Breakfast

Saturday – Sunday (served at 8:00 am)
Groups are required to provide the meal
(40 – 50 clients)

Dinner

Friday – Sunday (served at 6:00 pm)
Groups are required to provide the meal
(40 – 50 clients)

Sign-Up

To sign up, please visit the [First Step for Families Online Calendar](#)

Cancellations

Please contact us at least two days in advance

Kitchen Equipment

Please bring all cutlery, serving utensils and plates. There are three residential size kitchens on site at First Step for Families, which the residents also use. These kitchens are appropriate for warming and serving food, but they are NOT appropriate for prepping and cooking an entire meal for a large group. Meals can be prepared off-site and delivered to the shelter to serve

Site-Specific Guidelines: Julian Street Inn

Location

Julian Street Inn
546 W Julian Street, San Jose, CA 95110 ([map](#))
Stabilization and interim housing for 70 single adults
diagnosed with mental illness

Volunteer Requirements

Age Requirements

18+ – No volunteers under the age of 18 are allowed at this location

Suggested Group Size

If cooking and serving a meal: 8 – 15 volunteers
If serving a meal only: 4 – 6 volunteers
(Dinners on Monday – Thursday only)

Meal Service

Breakfast

Monday – Sunday (served at 6:00 am on weekdays / 8:00 am on weekends)

Groups are required to provide and serve the meal
(Weekdays: 25 – 30 clients / Weekends: 35 – 40 clients)

Lunch

Saturday – Sunday (served at 12:00 pm)

Groups are required to provide and serve the meal
(Weekends: 35 – 40 clients)

Dinner

Monday – Thursday (served at 6:00 pm)

Main course and salad provided by partner agency,
additional courses are welcomed
(45 – 55 clients)

Friday – Sunday (served at 6:00 pm)

Groups are required to provide and serve the meal
(45 – 55 clients)

Sign-Up

To sign up, please visit the [JSI Online Calendar](#)

Cancellations

Please contact us at least two days in advance

Kitchen Equipment

Julian Street Inn is equipped with (2) gas cook tops, (2) convection ovens, a freezer and a refrigerator. The site is also equipped with (3) food warmers/serving stations, pots and pans, and enough cafeteria style plates, bowls, and eating utensils to serve all of the residents

Site-Specific Guidelines: Maple Street Shelter

Location

Maple Street Shelter
1580A Maple Street, Redwood City, CA 94063 ([map](#))
Stabilization and interim housing for 75 single men and women

Volunteer Requirements

Age Requirements

12+ must have adult supervision and be within sight of the adult at all times

Suggested Group Size

10 – 20 volunteers

Meal Service

Breakfast

Saturday – Sunday (served at 8:00 am)
Groups are required to provide and serve the meal
(55 – 75 clients)

Dinner

Saturday – Sunday (served at 5:00 pm)
Groups are required to provide and serve the meal
(55 – 75 clients)

Sign-Up

To sign up, please visit the [Maple Street Shelter Online Calendar](#)

Cancellations

Please contact us at least two days in advance

Kitchen Equipment

There are no kitchens available at Maple Street Shelter; however, there is one full size warmer that is capable of keeping food warm, but not for heating food. Meals can be prepared off-site and delivered to the shelter to serve

Site-Specific Guidelines: Montgomery Street Inn

Location

Montgomery Street Inn
358 N Montgomery St. San Jose, CA 95110 ([map](#))
Stabilization and interim housing for 85 single adults males

Volunteer Requirements

Age Requirements

18+ – No volunteers under the age of 18 are allowed at this location

Suggested Group Size

If cooking and serving a meal: 8 – 15 volunteers
If serving a meal only: 4 – 6 volunteers
(Dinners on Monday – Thursday only)

Meal Service

Breakfast

Monday – Sunday (served between 6:00 am – 7:00 am)
Groups are required to provide and serve the meal
(50 – 60 clients)

Lunch

Saturday – Sunday (served at 12:00 pm)
Groups are required to provide and serve the meal
(30 – 40 clients)

Dinner

Monday– Thursday (served at 6:00 pm)
Main course and salad provided by partner agency, additional courses are welcomed*
(60 – 70 clients)
Friday – Sunday (served at 6:00 pm)
Groups are required to provide and serve the meal
(60 – 70 clients)

Sign-Up

To sign up, please visit the [MSI Online Calendar](#)

Cancellations

Please contact us at least two days in advance

Kitchen Equipment

The commercial kitchen at Montgomery Street Inn is large enough for six people to cook in comfortably. It is equipped with (2) gas cook tops, (2) ovens, a freezer and a refrigerator. The site is also equipped with (3) food warmers/serving stations and enough cafeteria style plates, bowls, and eating utensils to serve all the residents

Site-Specific Guidelines: Villa

Location

Villa
184 South 11th Street, San Jose, CA 95112 ([map](#))
Interim housing for single women and families
(9 Single Units / 15 Transitional Units)

Volunteer Requirements

Age Requirements

All ages (must be 12+ to work in kitchen), under 12 can assist but not serve or cook (must be supervised at all times)

Suggested Group Size

If cooking and serving a meal: 8 – 10 volunteers
If serving a meal only: 3 – 5 volunteers

Meal Service

Breakfast

Friday – Sunday (served at 7:00 am)
Groups are required to provide and serve the meal
(8 – 12 clients)

Dinner

Friday – Sunday (served at 6:00 pm)
Groups are required to provide and serve the meal
(15 – 25 clients)

Sign-Up

To sign up, please visit the [Villa Online Calendar](#)

Cancellations

Please contact us at least two days in advance

Kitchen Equipment

Villa has a kitchen big enough for five people to cook in comfortably. It is equipped with (2) ovens and stoves, microwaves, and a freezer. There are limited amounts of utensils and plates available. No storage containers or bags are available

Frequently Asked Questions (FAQ's)

Can we cook the meal elsewhere and drop it off?

Yes! Please make a special note on your sign-up form that you will only be dropping off

Will all of the food I bring be eaten if there are leftovers?

Yes, leftovers will be stored and served to residents who are unable to join the meal due to a schedule conflict

Can we perform religious services during the meal?

No, LifeMoves receives federal funding which mandates nonsectarian activities

What type of food should we provide?

Our only request is that meals are nutritious and as well rounded as possible. We have provided some suggestions and a resource to find more meal ideas. Get creative and have fun!

Do we need to clean up after the meal?

Yes, we ask that our volunteer groups help to clean up following the meal. Each site has specific cleaning procedures, so please consult with a staff member on site for more information. Below are some general guidelines:

- Please use the food-safe cleaning and sanitizing products provided by LifeMoves to clean all surfaces used
- Clear and clean all pans, trays, and utensils that belong to the facility, and return them to the storage location that they came from
- Please remove and dispose of all garbage generated
- Safely cover leftover items, date them, and place them in refrigerators

Yes! Please make a special note on your sign-up form that you will only be dropping off

Will all of the food I bring be eaten if there are leftovers?

Yes, leftovers will be stored and served to residents who are unable to join the meal due to a schedule conflict

Can we perform religious services during the meal?

No, LifeMoves receives federal funding which mandates nonsectarian activities

What type of food should we provide?

Our only request is that meals are nutritious and as well rounded as possible. We have provided some suggestions and a resource to find more meal ideas. Get creative and have fun!

Do we need to clean up after the meal?

Yes, we ask that our volunteer groups help to clean up following the meal. Each site has specific cleaning procedures, so please consult with a staff member on site for more information. Below are some general guidelines:

- Please use the food-safe cleaning and sanitizing products provided by LifeMoves to clean all surfaces used
- Clear and clean all pans, trays, and utensils that belong to the facility, and return them to the storage location that they came from
- Please remove and dispose of all garbage generated
- Safely cover leftover items, date them, and place them in refrigerators

Food Health and Safety

Food Safety Guide

Please view the food safety manual below which is published by the United States Department of Agriculture, prior to preparing meals at our shelters

[“Cooking for Groups - A Volunteer’s Guide to Food Safety”](#)

Allergies

- Some clients may have religious restrictions from certain foods and may politely refuse items
- Please omit peanuts, sprouts, and spicy ingredients from food
- Clearly mark ingredients on a card or a piece of paper and place it in front of dishes before serving

If you have any questions, there is always a staff person onsite who will be happy to assist you.

Meal Ideas: Breakfast

Breakfast Burritos – Serves 50

- 50 flour tortillas
 - 17 chorizo sausages (smoked, or linguica or other cured pork, chopped)
 - 84 eggs (lightly beaten)
 - 67 oz monterey jack cheese (grated)
 - 3 cups of black beans
 - Prepared salsa
 - Hot Sauce (optional)
1. Preheat the oven to 300 degrees. Lay the tortillas on a baking sheet. Place in the oven for 1 minute
 2. Fry the chorizo in a hot pan for 1 minute, then add the eggs and scramble. Meanwhile, sprinkle cheese over each tortilla. Return the tortillas to the oven and allow the cheese to melt, about 1 minute. Remove from the oven
 3. Divide the eggs and sausage evenly among the tortillas, piling the eggs and sausage in the center. Top each one with a tablespoon of salsa and drizzle with hot sauce, if using
 4. One at a time, fold the bottom edge of each tortilla up and over the eggs and sausage, fold in each side edge to form an open pocket, then fold down that edge. If not eating immediately, wrap tightly in foil

California Eggs & Sausage Casserole – Serves 80 – 100 people

- 60 Large eggs
 - 10 cups milk
 - 15 cups biscuit mix
 - 5 lb. Sausage (cooked and crumbled)
 - 20 cups grated cheddar cheese
1. Preheat oven to 350 degrees. In a large bowl, break eggs and add milk. Blend well
 2. Add remaining ingredients, mix and pour into a greased pan
 3. Bake about 40 minutes (or until eggs are set).

For more great Breakfast ideas please visit:

<http://www.yummly.com/recipes/breakfast-for-a-crowd>

Meal Ideas: Lunch

Sloppy Joes – Serves 16 people

- 4lbs of ground beef
 - 2 medium onions (chopped)
 - 16 hamburger buns
 - 1 2lb jar of pasta sauce
 - ¼ cup firmly packed brown sugar (optional)
1. Brown ground beef with onions in 7-quart saucepot; drain
 2. Stir in Pasta Sauce and brown sugar. Bring to a boil over high heat. Reduce heat to medium and simmer covered, stirring occasionally, 10 minutes
 3. Serve on buns

Taco Salad – Serves 35 people

- 15 lbs lean ground beef
 - 12 oz taco seasoning mix
 - 15 cups cheddar cheese (grated)
 - 3 red onions (chopped)
 - 3 yellow onions (chopped)
 - 15 heads of iceberg lettuce (chopped)
 - 7 tomatoes (chopped)
 - 15 avocados (peeled and chopped)
 - 7 cups of black olives (sliced)
 - 21 cups of nacho chips
 - 14 oz Catalina dressing (or French dressing)
1. Brown ground beef with the chopped yellow onion (not red)
 2. Add in only 1 package taco mix (and water according to the package direction); set aside to cool completely
 3. In a large bowl, mix together chopped lettuce, tomatoes, cheddar cheese (can use more than 2 cups if desired, and the cheese may be cubed small instead of shredded) avocados, red onion, olives, and the second package of taco seasoning mix
 4. Add to cooled beef mixture; toss to combine
 5. Just before serving toss with the salad dressing
 6. The last step (JUST BEFORE SERVING) is to mix in about three-quarters of the package of crushed Doritos, leaving the rest on the side for your guests who want extra (they will get soggy if you mix them in too early!)

For more great lunch ideas please visit: <http://www.yummly.com/recipes/lunch-for-a-crowd>

Meal Ideas: Dinner

Chicken Tetrazzini – 60 people

- 3 lbs spaghetti (broken into pieces)
 - 963/4 oz condensed cream of mushroom soup
 - 36 oz shredded cheddar cheese
 - 18 cups chicken breast (shredded boiled, meat)
 - 3 lbs mushrooms (sautéed)
 - 12 oz peppers (sliced pimento, drained)
 - 6 cups chicken broth (reserved)
1. Preheat oven to 350 degrees F (175 degrees C). Bring a large pot of salted water to a boil. Add uncooked spaghetti (broken into thirds) to the pot and cook for 8 to 10 minutes or until al dente. Drain and set aside
 2. In a large saucepan, heat soup over low heat. Add shredded cheese (reserve some for topping) and stir together. Then add the cooked shredded chicken, mushrooms, pimento peppers and cooked spaghetti and stir all together. Add enough of the reserved broth to make it 'sloppy' and mix all together
 3. Pour mixture into a 9x13 inch baking dish. Sprinkle reserved shredded cheese on top and bake in the preheated oven for 25 to 35 minutes or until bubbly

Complete Spaghetti Dinner – Serves 50 – 60 people

- 10 pounds of spaghetti
 - 10 jars spaghetti sauce
 - 5 pounds hamburger (optional)
 - 3 bottles parmesan cheese
1. Cook the spaghetti in salted water (make it taste like the ocean) till al dente – you want it to maintain a very soft bite
 2. Take the sauce off of the heat and tear the basil leaves into small pieces adding them to the sauce. Finish with olive oil
 3. Toss the cooked noodles with the tomato sauce and serve with a pretty piece of fresh basil

For more great dinner ideas please visit: <http://www.yummly.com/recipes/dinner-for-a-crowd>