



# Meal Provider Volunteer Manual

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Updated 05/2018

## The Impact

The LifeMoves Meal Programs ensure that hundreds of homeless families and individuals in our programs have healthy and nutritious meals. These programs would not be possible without your generous support!

As Meal Providers, volunteers get to see first-hand the impact of their work. Volunteers provide, cook, and serve meals directly to our clients. Preparing a meal can be quite time consuming and stressful for our clients when they lack the basic resources necessary to make a proper meal. By providing a meal, you help our clients get a nutritious meal while allowing them to focus their time and energy on bettering their lives. In addition, your generous donations make it possible for our clients save their incomes and stop the cycle of homelessness.

## How to ...

### How to sign up to be a meal provider:

1. To prepare and serve a meal at a LifeMoves location, please sign up on one of the [Meal Calendars](#).
2. Please view the calendar to see dates available (marked as “OPEN” on the calendar) for volunteers to bring and serve a meal.
3. To view other months, click the arrows at the top of the calendar
4. When you have found your OPEN date, please click on the link to sign up (your group’s name will show up on the meal calendar after the LifeMoves staff member approves it. This generally takes 24 to 48 hours.)
5. Once you get the confirmation email from the LifeMoves staff member, be sure to reply and confirm your group.
6. If your group would like to sign up for reoccurring meals for the year, please contact [volunteer@lifemoves.org](mailto:volunteer@lifemoves.org).

### After you have signed up:

1. Review the Meal Manual to know the number of clients you will be cooking for, the location, and the time of meal service.
2. You can plan to cook or cater the meal according to the location
3. Check to see what resources you need to bring and what resources are already available to use at the location. (eg., Do I need to bring plates or does the site already have them?)

### Day of providing and serving the meal

1. If you are cooking on site, be sure to arrive early to prepare the meal (check serving time for the meal)
2. When arriving to the site, **BE SURE TO SIGN-IN AT THE VOLUNTEER COMPUTER** prior to entering the kitchen
3. Check with site staff to determine where you can set up and be sure follow proper sanitary guidelines (check out the Cooking for Groups Guide on page 12)
4. Serve the meal
5. After serving the meal, be sure to clean the space you used as well as the equipment
6. If you used knives or other utensils be sure to place them back in their safe and proper place

# Locations

## **LifeMoves | Villa**

184 South 11th Street  
San Jose, CA 95112  
Phone: 408-271-0685



## **LifeMoves | Georgia Travis House**

260 Commercial Street  
San Jose, CA 95112  
Phone: (408) 271-1630



## **LifeMoves | Julian Street Inn**

546 W. Julian Street  
San Jose, CA 95110  
Phone: 408-271-0820



## **LifeMoves | Montgomery Street Inn**

358 N. Montgomery Street  
San Jose, CA 95110  
Phone: 408-271-5160



## **LifeMoves | Maple Street**

1580A Maple Street  
Redwood City, CA 94063  
Phone: 650-364-1150



## **LifeMoves | First Step for Families**

325 Villa Terrace  
San Mateo, CA 94401  
Phone: 650-340-8814



# Guidelines: LifeMoves | Georgia Travis House

## Location

Georgia Travis House  
260 Commercial Street, San Jose, CA 95112  
Phone: (408) 271-1630

## 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:** 5 – 10 volunteers

## Meal Service

### **Breakfast: (30 – 40 clients)**

Monday – Friday, served at 6:00am

Saturday – Sunday, served at 7:00am

### **Lunch: (20 – 25 clients)**

Saturday – Sunday, served at 12:00pm

### **Dinner: (25 – 35 clients)**

Monday – Sunday, served at 6:00pm

*Not all clients can attend the meal times listed above due to their jobs and other commitments, but all left over food is saved for the clients.*

## Sign-Up

To sign up, please visit the [Georgia Travis House Online Calendar](#) and sign up on an “OPEN” meal slot.

## Cancellations

Please contact the site at least two days in advance:

Georgia Travis House  
260 Commercial Street, San Jose, CA 95112  
Phone: (408) 271-1630

## Kitchen Equipment

The kitchen at Georgia Travis House 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. There is an ice machine.

# Guidelines:

## LifeMoves | First Step for Families

### Location

First Step for Families  
325 Villa Terrace, San Mateo, CA 94401  
Phone: (650) 340-8814

### 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 – 12 volunteers

### Meal Service

**Breakfast: (50 – 60 clients)**

Saturday, served at 9:00am

**Brunch: (50 – 60 clients)**

Sunday, served at 11:00am

**Dinner: (50 – 60 clients)**

Saturday – Sunday, served at 6:00pm

*Not all clients can attend the meal times listed above due to their jobs and other commitments, but all left over food is saved for the clients.*

### Sign-Up

To sign up, please visit the [First Step for Families Online Calendar](#) and sign up on an “OPEN” meal slot.

### Cancellations

Please contact the site at least two days in advance:

First Step for Families  
325 Villa Terrace, San Mateo, CA 94401  
Phone: (650) 340-8814

### Kitchen Equipment

Please bring all cutlery, serving and eating utensils, cups, napkins 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.

# Guidelines:

## LifeMoves | Julian Street Inn

### Location

Julian Street Inn  
546 W Julian Street, San Jose, CA 95110  
Phone: (408) 271-0820

### Volunteer Requirements

**Age Requirements:** 18+ - No volunteers under the age of 18 are allowed at this location  
**Suggested Group Size:** 5 – 12 volunteers

### Meal Service

**Breakfast: (30 – 40 clients)**

Monday – Friday, served at 7:00am  
Saturday – Sunday, served at 8:00am

**Lunch: (30 – 40 clients)**

Monday – Saturday, served at 12:00pm  
Sunday, served at 11:00am

**Dinner: (35 – 50 clients)**

Monday – Sunday, served at 6:00pm

*Not all clients can attend the meal times listed above due to their jobs and other commitments, but all left over food is saved for the clients.*

### Sign-Up

To sign up, please visit the [Julian Street Inn Online Calendar](#) and sign up on an “OPEN” meal slot

### Cancellations

Please contact the site at least two days in advance:

Julian Street Inn  
546 W Julian Street, San Jose, CA 95110  
Phone: (408) 271-0820

### 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.



# Guidelines:

## LifeMoves | Maple Street Shelter

### Location

Maple Street Shelter  
1580A Maple Street, Redwood City, CA 94063  
Phone: (650) 364-1150

### Volunteer Requirements

**Age Requirements:** 12+ must have adult supervision and be within sight of the adult at all times  
**Suggested Group Size:** 7– 12 volunteers

### Meal Service

**Brunch: (55 – 75 clients)**

Saturday – Sunday, served at 9:00am

**Dinner: (55-75 clients)**

Saturday – Sunday, served at 5:00pm

*Not all clients can attend the meal times listed above due to their jobs and other commitments, but all left over food is saved for the clients.*

### Sign-Up

To sign up, please visit the [Maple Street Shelter Online Calendar](#) and sign up on an “OPEN” meal slot.

### Cancellations

Please contact the site at least two days in advance:

Maple Street Shelter  
1580A Maple Street, Redwood City, CA 94063  
Phone: (650) 364-1150

### Kitchen Equipment

Please bring all cutlery, serving and eating utensils, cups, napkins and plates. 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.

# Guidelines:

## LifeMoves | Montgomery Street Inn

### Location

Montgomery Street Inn  
358 N Montgomery St. San Jose, CA 95110  
Phone: (408) 271-5160

### Volunteer Requirements

**Age Requirements:** 18+ - No volunteers under the age of 18 are allowed at this location  
**Suggested Group Size:** 5 – 12 volunteers

### Meal Service

**Breakfast: (50 – 60 clients)**

Monday – Saturday, served at 6:00am  
Sunday (served at 7:00am)

**Lunch: (30 – 40 clients)**

Saturday – Sunday, served at 12:00pm

**Dinner: (60 – 70 clients)**

Wednesday – Monday, served at 6:00pm  
Tuesday, served at 7:00pm

*Not all clients can attend the meal times listed above due to their jobs and other commitments, but all left over food is saved for the clients. We ask that volunteers prepare enough food for all 85 residents. This site prepares “late plates” using leftovers so residents may have a hot meal upon returning to the site.*

### Sign-Up

To sign up, please visit the [Montgomery Street Inn Online Calendar](#) and sign up on an “OPEN” meal slot.

### Cancellations

Please contact the site at least two days in advance:

Montgomery Street Inn  
358 N Montgomery St. San Jose, CA 95110  
Phone: (408) 271-5160

### Kitchen Equipment

The kitchen 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.

# Guidelines: LifeMoves | Villa

## Location

Villa  
184 South 11<sup>th</sup> Street, San Jose, CA 95112  
Phone: (408) 271-0685

## Volunteer Requirements

**Age Requirements:** All ages (must be 12+ to work in kitchen)  
**Suggested Group Size:** 5 – 12 volunteers

## Meal Service

**Breakfast: (20 – 30 clients)**

Friday – Sunday, served at 7:00am

**Dinner: (20 – 30 clients)**

Friday – Sunday, served at 5:00pm

*Not all clients can attend the meal times listed above due to their jobs and other commitments, but all left over food is saved for the clients.*

## Sign-Up

To sign up, please visit the [Villa Online Calendar](#) and sign up on an “OPEN” meal slot.

## Cancellations

Please contact the site at least two days in advance:

Villa  
184 South 11<sup>th</sup> Street, San Jose, CA 95112  
Phone: (408) 271-0685

## Kitchen Equipment

Please bring all cutlery, serving and eating utensils, cups, napkins and plates. 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. No storage containers or bags are available.

# Frequently Asked Questions (FAQs)

## **Can we cook the meal elsewhere and come serve the meal?**

Yes! Please make a special note on your sign-up form that you will be preparing your meal elsewhere and coming into serve.

## **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 attend meals due to other commitments such as jobs or meetings.

## **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, but feel free to 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
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 to 100:

- 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:

- 4lbs of ground beef
  - 2 medium onions (chopped)
  - 16 hamburger buns
  - 1 2lb jar of pasta sauce
  - 1/4 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:

- 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 – Serves 60:

- 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

- 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>