



## "Dinner... is Served"

Dear Volunteer Groups,

Welcome to "*Dinner... is Served*", one of the most popular volunteer opportunities at JW House. After a long day at the hospital, our guests look forward to coming "home" to find that someone has planned, purchased the ingredients, and prepared, a delicious meal just for them. Groups who participate in "*Dinner... is Served*" soon discover that their efforts go far beyond simply supplying a dinner. As families gather for dinner, a warm sense of community exists. It is a place where families can relax with one another and check in on how another's loved one is doing. Thank you for making a difference for these families.

- ***Time Commitment and # Servings*** - Dinner is prepared and served every evening at 6:00 pm for 25-30 hearty appetites. Groups generally spend 2.5 – 3 hours at JW House preparing a dinner. Please be sure to plan accordingly when calculating preparation and cooking times. If you plan to stay to have dinner with the guests please increase the number of servings by the number of volunteers in your group.
- ***Menu*** - Dinners generally include: Salad, Entrée, Side Dish, Bread, Dessert. Beverages are optional.

Please email a copy of your menu to [april@jwhouse.org](mailto:april@jwhouse.org) at least one week prior to your service date. Dinners do not need to be elaborate. For menu ideas, please contact JW House, 408-246-2224.

- ***Number of Volunteers*** - We prefer that no more than six (6) volunteers be onsite to prepare the meal. We find that groups with more than six volunteers can be overwhelming for our guests. Corporate groups often have more than six people interested in participating. We are happy to set an additional date so that all are able to participate. PLEASE NOTE – An adult must be present for all groups under 18 years of age.
- ***Kitchen Details*** - Our kitchen is well equipped with a 5-burner electric stovetop, two ovens, two microwaves and a warming oven and two outdoor BBQs. In addition, JW House has baking pans, crock pot, pots and pans, cooking utensils, etc. Please check with us prior to your visit if you need special equipment for your meal preparation.
- ***Offsite Preparation*** - Some groups find it more convenient to prepare meals off-site or to purchase ready-made food and deliver the prepared meal to JW House. In such cases, please provide specific preparation and/or heating instructions. Please see the USDA food preparations attached.



## ***When you Arrive...***

- ***Parking*** - Please park in the marked spots directly in front of JW House.
- ***Entrance*** – The entrance to JW House faces Homestead Road. Ring the doorbell and one of our volunteers or I will greet you the day of your dinner, give you a tour of JW House, and get you set up in the kitchen.
- ***Sign In*** - Upon arrival, all participants should sign in (and out when service is complete) on the "Group Volunteer" form in the kitchen.
- ***Tour*** – If this is the first visit for your group, or for individual participants in your group, someone will give your group or individuals a tour during your volunteer time at JW House.
- ***In-Kind Donation Form*** – Please be sure to fill out an In-Kind Donation form before you leave JW House, so we can send you a thank you letter with our Tax ID# for your tax records.
- ***Food Preparation*** - At JW House, we comply with the USDA guidelines for food preparation and safety as detailed on the following page. Additional information may be obtained at:

[http://www.fsis.usda.gov/factsheets/basics\\_for\\_handling\\_food\\_safely/](http://www.fsis.usda.gov/factsheets/basics_for_handling_food_safely/)  
(copy and paste to access link)

Thank you again for your generosity in supporting the families at JW House. Whether this is a one time volunteer experience for your group, or the beginning of an ongoing relationship with JW House, I am certain that you will find your experience rewarding.

If you have any questions, or need additional information for your group, please don't hesitate to contact me.

I look forward to serving with you,

***April Bignell***

Family Services Director  
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(408) 246-2224  
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## ***Food Preparation and Safety***

At JW House, we comply with the USDA guidelines for food preparation and safety as detailed below. Additional information can be obtained at:

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- Wash hands thoroughly with germicidal soap and warm water before handling food, after handling raw seafood or meat, and after using the restroom, smoking, sneezing, or touching your face or hair.
- Wash, rinse, and sanitize all equipment & utensils before and after use. Always wash & sanitize your knife & cutting board in soapy, hot water after handling seafood, raw poultry or meat.
- Always wash fruits, vegetables & produce before serving to wash away dirt and pesticides.
- Return all ingredients to refrigerated storage if preparation is interrupted.
- Use a food thermometer to check all internal cooked food temperatures.
- Bacteria multiply rapidly in "danger zone" temperatures of 41degrees F to 139 degrees F. To ensure safety, hot foods must be held at 140 degrees F or above (most bacteria is destroyed at this temp). Stirring food frequently evenly distributes the temperature. Cold food must be kept at 40 degrees F or below.
- To destroy bacteria, poultry should be cooked to a minimum internal temperature of 165 degrees F.
- Cooked food should be served immediately and hot! Food should not be left out for more than two hours and leftovers should be stored in refrigeration.
- Avoid keeping food in danger zone temp of 41 degrees F to 139 degrees F for more than 4 hours cumulative (from preparation to service, to cool down/storage).
- Defrost frozen products in the refrigerator (not under hot running water in a sink).
- When shopping, select all of the non-perishables first, then vegetables leaving the meat and dairy for last.