



Guidelines for Meal Volunteers

Meal volunteers may prepare the meal at the shelter or bring the meal in already prepared. Food may be purchased or volunteers are welcome to use food from the shelter pantry to prepare the meal.

1. Call, email, or use Benjamin's House Emergency Shelter website to sign up for a meal volunteer time and date.
2. Plan your meal. (We have meal recipes available upon request)
 - a. If you want to use food from Benjamin's House pantry you can stop in a couple days before your designated date and pick up the food to prepare at home or you can call ahead and Benjamin's House staff will set aside the ingredients requested. If you are using meat, please contact us with enough time to thaw the meat in the refrigerator.
 - b. You may also purchase the food and prepare the meal at home and bring it in or simply prepare the meal at the shelter.
 - c. Please call a couple days in advance of your date to see how many residents are at the shelter as these numbers can change often.
3. When you arrive at the shelter you may park by the entryway sidewalk to unload. Please move your car when you have finished.
4. Please make sure you stop in the office and sign in when you first arrive.
5. Before you begin cooking or serving please clear the kitchen countertops and disinfect them.
6. If you are in need of a sharp knife for food prep please request one from the office staff.
7. Across the hall from the kitchen is the pantry storage where you will find canned goods, pasta, etc. You will also find larger pots, pans, kettles, and baking pans stored here for your use.
8. We ask that you arrive by 5:30pm and serve dinner by 6:00 pm unless another time has been pre-arranged. If you are going to be late or have to cancel please call in advance and let the staff know 715-736-2437.
9. Please set up the food to be served either buffet style or family style. Volunteers and staff are encouraged to eat along with the residents.
10. You may put the leftovers in the fridge in the kitchen, if you wish. You will find cartons for leftovers in the right hand kitchen cupboard, please label with contents and date. Please do not use refrigerator space in the pantry fridges as these are for resident use only.
11. You are required to use plastic gloves for serving.
12. If possible, we'd appreciate if you furnish a gallon of milk.

Thank you for volunteering your time and talent. Please feel free to contact us with any ideas or questions regarding the meal volunteer opportunity. Your help is truly appreciated by the board of directors, staff, and residents at Benjamin's House. Thank you!