



Dear Volunteer,

Thank you for your interest in becoming a meal provider for [My Friend's Place](#) program operated by Safe Harbor Crisis Nursery.

My Friend's Place offers help for any Benton/Franklin youth in need with a safe environment where teens can drop-in to receive a snack or meal, help with homework, clothing, school supplies, recreational activities and many other services from adults who care. By providing dinner during our drop-in center hours, My Friend's Place is able to gain the trust of hungry teens and support them as they begin to make positive changes.

We encourage individuals, families, or groups to provide meals. Most meal providers bring one meal per month on an ongoing basis, but you are also welcome to bring a meal once to try it out. Some meal providers stay and serve the meals and others deliver the food for our staff and volunteers to serve. The attached information sheet will give you an idea of the amount of food needed for the day that your group volunteers. Also attached are some guidelines to follow for meal preparation and a sample menu in case you need some ideas.

It may also be possible to deduct the cost of the meal from your taxes as a charitable donation. We are happy to provide a receipt upon request. If you would like to become a meal provider or for more information, please contact Safe Harbor Crisis Nursery and My Friend's Place staff member:

Marta Hanes at shcnmarta@gmail.com and 509-460-4992 or
Patrick Daniel at myfrdsplacepatrick@gmail.com and 509-460-4985

We hope to hear from you soon!
Sincerely,

Patrick Daniel, AmeriCorps Volunteer/Food Services
Marta Hanes, Children's Programs
1111 N. Grant Place
Kennewick, WA 99336

Meal Providing at Project Safe Place

Dinner is served Monday, Wednesday and Friday at 6 p.m.

Meals should serve roughly 17 people.

Options for providing a meal:

1. Bring food to prepare in My Friend's Place kitchen and serve it yourself.
2. Please come at 3:30 so dinner can be served at 6:00 p.m.
3. Prepare food in another commercial kitchen, bring it to My Friend's Place and serve it yourself. Please arrive by 5:00 p.m. to allow time for set-up.
4. Purchase or prepare food in a commercial kitchen and drop it off for the My Friend's Place staff to serve. Food should arrive by 5:00 p.m.
5. Bring meal ingredients for the My Friend's Place staff to prepare and serve. You should deliver the ingredients by 1:00 p.m.
6. Donate money for a meal.
7. Donate food. (Look at Acceptable Food List)

Most of our meals are provided by churches and civic organizations on a once a month basis, however, individuals and families are also invited to provide a meal. This may be done on a regular basis or you may contact the food coordinators when you would like to provide a meal to see which dates are open in that month.

Food Coordinators:

Marta Hanes at shcnmarta@gmail.com and 509.460.4992 or

Patrick Daniel at myfrdsplacepatrick@gmail.com and 509-460-4985

Food Preparation Guidelines

Thank you for your interest in becoming a meal provider! Without our volunteers we would not be able to provide the many services we offer. Below are a few helpful hints and guidelines to ensure we keep our teens safe and healthy.

Please note: At our meal site, we do have a microwave and an oven. Food can be cooked at home or on-site. If you have any questions, please don't hesitate to contact us.

Keys to Success

- Wash hands often
- Wash produce thoroughly before cutting, including melons, oranges, apples & cucumbers
- Wash and disinfect counters, sinks, utensils, and cutting boards prior to food prep and before preparing a different item
- Transport food quickly
- Keep hot food hot and cold food cold

PROPER HAND WASHING

1. Use Warm Water
2. Apply soap and rub hands together for 10-15 seconds
3. Rinse Thoroughly with warm water
4. Dry with a single use paper towel
5. Turn off faucets and twist doorknobs with paper towel, not your clean hands
6. Do not miss: under nails, cuticles, under/around jewelry, knuckles, or between fingers

PROPER USE OF GLOVES

1. Wash hands before even touching the gloves you will wear for food prep
2. Change gloves when you change jobs (ex: salad to meat prep)
3. Change gloves if you touch any surface that may not be clean (including face, hair, etc.)

Food Temperatures

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| In order to prevent bacteria growth or any other food-borne illnesses, we strongly recommend the following temperatures for cooking and storing foods: Poultry, seafood, meat and casseroles | 165° F |
| Ground beef, raw sausage and restructured or injected meat | 155° F |
| Eggs, fish, solid meat and pork | 145° F |
| Whole-muscle intact, beef steak must achieve a cooked color change on all external surfaces | 145° F external |
| Fruits and vegetables cooked for hot holding | 140° F |
| Roast beef, roast pork and ham | 130-158° F |