



*Nourishment • Comfort  
Hope • Dignity  
for Homebound People  
with AIDS, Breast Cancer  
& Other Life-threatening Illnesses*

## **Kitchen Orientation**

**THANK YOU FOR VOLUNTEERING!** We could not feed our clients without you. Here are some tips that will make your job easier and help us do our job well.

- Clothing: Please do **not** wear tank tops, sleeveless shirts or open-toed shoes. Aprons and hats are mandatory.
- Wash hands **THOROUGHLY** with hot, soapy water before handling food.
- Always wear gloves when handling food and change gloves when handling different types of food.
- After cutting or handling raw meat, thoroughly wash your cutting board, utensils and work area with hot, soapy water. Wash your hands thoroughly.
- Many of our clients have dietary restrictions. When packaging food, please be sure that individual clients' packages do not contain food items that they cannot eat. When clients are labeled "**vegetarian,**" it means **no animal products** (i.e. beef, pork, chicken, fish, etc).
- Always clean up your work area before moving to another station.
- After the meals are prepared, they get dished up and put into the oven immediately so they retain the maximum amount of heat. Keep cold food in the walk-in refrigerator until pick-up time so it stays fresh.
- No smoking is permitted in the kitchen.
- **Absolutely no cell phones in the kitchen, please.**
- Please leave bulky items such as bags and extra clothing in your car.
- If you know that you will be unable to work in the kitchen on a day that you are scheduled to volunteer, please find a substitute or give us **at least** two days notice by calling 457-4666. (It would help tremendously if you brought along a "buddy-in-training" in advance who could substitute should you be unable to fulfill your commitment.) If you are sick and cannot make it on a weekend, please call the kitchen directly at 457-4696. This is very important in order to allow us to prepare and deliver meals in an efficient manner.
- Make sure to log your hours on the kitchen sign-in sheet and punch your time card **EVERY TIME** you enter and exit the kitchen, or else your hours may not be counted toward your total. It is also a good idea to keep your own personal log of your hours.

**Thank you for your help and your compliance with these items. Your assistance is invaluable to MOM and our clients, who absolutely depend on us for sustenance.**