

Dwight Way Shelter Dinners

- Our shelter has a capacity of up to 75 people, although we have no way of knowing how many residents will be present for dinner. Preparing about 90 portions is on the safe side, since our residents often like to have seconds.
- A group of about 5-8 people is ideal in order to cook and serve dinner (any more than 10 and the kitchen gets too crowded, so we do ask you cap it at that)
- Each person in the group must sign the Release & Waiver of Liability

Requirements and Logistics

Before arriving

- Buy the ingredients for dinner
 - Some examples include: chili, hot dogs, hamburgers, bread, fruit, salad with ranch dressing, cookies for dessert
 - Buying in bulk (Smart & Final, Costco) reduces costs
 - Catering the food is allowed, but ideally the volunteers should be present to serve the food and clean up after
- Items provided at the kitchen include:
 - Gas range and oven
 - Pots, pans, serving pans, serving utensils, industrial can opener, potholders
 - Plates, cups, silverware, and napkins
 - Hairnets, gloves, and aprons
 - Cart for unloading ingredients
- Items **not** provided at the kitchen:
 - Kitchen knives – please bring your own (we do, however, have cutting boards)

The night you serve

- Please wear appropriate attire (i.e. no open-toed shoes)
- Arrive at the shelter at **5:00 pm** at the **earliest**; the address is: **2140 Dwight Way, CA 94704**
- You may use our loading zone in the front of the building to drop things off – and you enter the building through the door on the alleyway to the right of the building
- Begin to cook the meal once **gloves, aprons, and hairnets** are on, these must be worn at all times

(continue to second page)



- Plan to have dinner served at **7:00pm**
 - Assigning jobs to each person in the group and having a timeline for each piece of the meal to be prepared is a great way to manage the group's time
 - Make sure to control the portions on each plate as you serve
- Any leftovers can be put in the refrigerator below the serving counter, or you can take them with you.
- After the service is complete, **wash and clean everything** used in the kitchen to cook and serve the food. Make sure the kitchen and eating area look as **tidy and clean** as you found it and ready to be used again, as *this is our full-time kitchen!* It's monitored by the health department so please be aware that it is graded on the same cleanliness and operation standards as a restaurant.