



## FOOD PREPARATION GUIDELINES

Thank you for your interest in preparing a home cooked meal for our families. We ask that you follow these established meal donation guidelines. If you have any questions, please feel free to call Becky Magnelli at 412-246-1103 or email [becky@rmhpcphg.org](mailto:becky@rmhpcphg.org).

- ♥ All meals must be scheduled in advance.
- ♥ Due to the size of our kitchen facilities, please limit your group size to no more than 10-12 people.
- ♥ Meals can be served at the following times:
  - Breakfast – after 8 a.m.
  - Brunch – 11 a.m.
  - Lunch – Noon or 1 p.m.
  - Dinner – 5 or 6 p.m.
- ♥ You can arrive at whatever time you need in order to ensure that your meal is ready to be served at the scheduled time. The only exception is breakfast on the weekends. Our front desk does not usually open until 8:00 a.m. If you would like to arrive earlier than this for breakfast please confirm with the Assistant House Manager.
- ♥ Prepare enough food for 30 people.
- ♥ We will supply paper plates, cutlery and cups; however donations of these items are always welcome.
- ♥ If you are bringing children with your group, they must be supervised at all times.
- ♥ No alcohol may be brought to the House, including the use of it as an ingredient in on-site food preparation.
- ♥ Know the ingredients in all foods that you serve. Ingredients do not need to be displayed, however be prepared to verbally offer a list of ingredients in case of food sensitivities/restriction.
- ♥ Our kitchen is equipped with two electric ovens, a dishwasher, cooking utensils, pots, pans and bake ware.
- ♥ Everyone preparing food should use good hygiene practices and be free of any contagious diseases.
- ♥ Please follow the food safety guidelines provided on the website: [www.foodsafety.gov](http://www.foodsafety.gov).