



## Family Night

When you think of bringing people together, most of the time a dinner table is involved. Easing the stress of shopping or cooking after a long grueling day at the hospital gives our families the opportunity to relax and collect themselves. We encourage volunteer groups to eat with the families. Creating that community of support is what *Family Night* is all about. To host a family dinner please following instructions below:

(Plan for 40-45 people – or more if the volunteers would like to eat as well!)

- Arrive at 4:00pm to set up
  - You are welcome to use the kitchens at Family House to prepare your meal or heat up anything as needed
  - Food can also be catered – please let us know in advance if you are planning this option.
  - Please include all ingredients listed out in case any families have food allergies.
- Dinner from 5:30pm-6:30pm, buffet style, in one of the 8 kitchens (or as predetermined on the 2<sup>nd</sup> floor pre-function space). Please feel free to walk to the other kitchens and floors to invite families if few have shown up by the dinner start time.
- Clean up at 6:30pm-7:00pm
  - Begin to put food into individual containers and split evenly amongst the 8 kitchens.
  - All used Family House dishware, silverware and cookware must be run through the dishwashers in order to sanitize for the families.
  - Communal areas should be straightened up, surfaces disinfected and swept to ensure a clean and safe space for families.

Please bring:

- drinks (wine okay)
- Ice (if the drinks are not cold)
- Cups
- Enough food for the families
- Paper plates
- Table décor (optional)
- Single-serving compostable containers – similar to these:



Menu suggestions:

- Tacos • Chili and cornbread • Soup, toasted cheese sandwiches, salad • Breakfast for dinner (pancakes, sausage, etc.) • Baked potatoes with toppings (cheese, sour cream, broccoli, bacon) • Homemade pizza with toppings • Make your own hoagies • Baby Back Ribs • Hot dogs with salads/sauerkraut • Meat loaf and potatoes • Vegetable/Meat lasagna • Sloppy Joes • Spaghetti and meatballs, salad, garlic bread • Chili bar • Salad bar • Soup and Salad • Picnic food (salads, hot dogs, hamburgers, fruit) • Stir fry **\*\*Due to health safety, please do not plan on any egg dishes\*\***

With the help of you and your friends, you are making it a little easier for all our families in crisis. If you would like to bring some games or set up an arts and crafts activity you are more than welcome to do so. Feel free to contact Volunteer Coordinator, Tarence Dixon ([tdixon@familyhouseinc.org](mailto:tdixon@familyhouseinc.org)) or Director of Volunteer Programs, Karen Banks ([kbanks@familyhouseinc.org](mailto:kbanks@familyhouseinc.org)) if you have any questions.

We truly appreciate your support!



## Food Preparation and Safety

At Family House, Inc., we comply with the USDA guidelines for food preparation and safety as detailed below. Additional information can be obtained at:

[http://www.fsis.usda.gov/factsheets/basics\\_for\\_handling\\_food\\_safely/](http://www.fsis.usda.gov/factsheets/basics_for_handling_food_safely/)

- Wash hands thoroughly with germicidal soap and warm water before handling food, after handling raw seafood or meat, and after using the restroom, smoking, sneezing, or touching your face or hair.
- Wash, rinse, and sanitize all equipment & utensils before and after use. Always wash & sanitize your knife & cutting board in soapy, hot water after handling seafood, raw poultry or meat.
- Always wash fruits, vegetables & produce before serving to wash away dirt and pesticides.
- Return all ingredients to refrigerated storage if preparation is interrupted. • Use a food thermometer to check all internal cooked food temperatures.
- Bacteria multiply rapidly in "danger zone" temperatures of 41degrees F to 139 degrees F. To ensure safety, hot foods must be held at 140 degrees F or above (most bacteria is destroyed at this temp). Stirring food frequently evenly distributes the temperature. Cold food must be kept at 40 degrees F or below.
- To destroy bacteria, poultry should be cooked to a minimum internal temperature of 165 degrees F.
- Cooked food should be served immediately and hot! Food should not be left out for more than two hours and leftovers should be stored in refrigeration.
- Avoid keeping food in danger zone temp of 41 degrees F to 139 degrees F for more than 4 hours cumulative (from preparation to service, to cool down/storage).
- Defrost frozen products in the refrigerator (not under hot running water in a sink).
- When shopping, select all of the non-perishables first, then vegetables leaving the meat and dairy for last.



## Family Dinner Host Description

When you think of bringing people together, most of the time a dinner table is involved. Easing the stress of shopping or cooking after a long grueling day at the hospital gives our families the opportunity to relax and collect themselves. Your role at Family House is to help create a community of support during the community meal.

### Welcome

- 1) Please begin by washing your hands and wearing gloves when handling food items.
- 2) Please unload and load dishwashers and begin the wash cycle. This will greatly benefit the families and help with the cleanup process later.
- 3) Please keep in mind our children have compromised immune systems so take every precaution when it comes to food safety.
- 4) Have fun, eat, and connect with families!

### Time Line

#### Begin setup

1. **4:00pm – 4:30pm.** Please start the event by washing your hands and wearing food-service gloves while handling food items.
  - o Activate the kitchen fans if using the stove to prepare food.
2. **5:30pm-6:15pm.** Dinner is served during this period. Please feel free to walk to the other kitchens and floors to invite families if few have shown up by the dinner start time.
3. **6:15pm-7:00pm.** Begin to clean up the kitchen.
  - o Start to put leftover food into individual containers, if applicable, split evenly amongst the 8 kitchens.
  - o All used Family House dishware, silverware and cookware should be ran through the (2) dishwashers in order to sanitize the dishes for families.
  - o Use disinfectant wipes to sanitize kitchen and dining area surfaces.
4. The main goal is to set the kitchen as it was found.

### Additional Info

- Feel free to search other kitchens for dishware if you are unable to find items in the current kitchen. Please be sure that all borrowed dishes are returned to their original kitchen.
- Communal restrooms are located on the 1<sup>st</sup> floor of the building. Exiting the first floor elevator walk straight and the restrooms will be on the left.
- Familiarize yourself with the kitchens by checking cupboards and cabinets for dishes that will be used while cooking.
- Family House can provide arts & crafts supplies or board games to enhance the meal experience.

With the help of you and your friends, you are making it a little easier for all our families in crisis. If you would like to bring some games or set up an arts and crafts activity you are more than welcome to do so. Feel free to contact Volunteer Coordinator, Tarence Dixon ([tdixon@familyhouseinc.org](mailto:tdixon@familyhouseinc.org)) or (415) 216-8315.

We truly appreciate your support!