



TERRY'S HOUSE

COMMUNITY REGIONAL
MEDICAL CENTER

HOST A MEAL PROGRAM GUIDELINES

2730 Fresno Street
Fresno, CA 93721
Office: (559) 459-7200
www.TerrysHouseFresno.com

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HOW TO SIGN UP

Contact the Volunteer Coordinator:
Whitney Horn
Office: (559) 459-2648

GROUP REQUIREMENTS

✓ SIZE:

- 10 volunteers maximum
- This helps ensure we have a worthwhile experience by remaining safe, productive, limited available kitchen seating and spacing.
- Larger groups: break up into sections (ex. prep and cleanup) or choose two separate dates.

✓ AGES:

- Under the age of 18 must be accompanied by an adult chaperone.
- Children must be supervised at all times.

SERVING REQUIREMENTS & TIMES

✓ OCCUPANCY:

- House occupancy can range given the day, can be up to 60 people.
- 20 rooms total with 2-4 guests in each room.

✓ INGREDIENTS:

- House policy is that any guest with food allergies or dietary restrictions are freely able to cook their meal during the hosted meal. We will be mindful of their specific needs.

✓ **TIMES:**

- **Breakfast:** served by 8:30 a.m. – volunteers arrive by 7 a.m.
- **Lunch:** served by 12:30 p.m. – volunteers arrive by 11 a.m.
- **Dinner:** served by 6:30 p.m. – volunteers arrive by 5 p.m.

**Request in advance if additional cook/prep time is needed.*

UPON ARRIVAL/PARKING/CHECK-IN

- ✓ Park in Lot #4 located next to the Terry's House.
- ✓ Parking stalls and signage will be marked Terry's House.
- ✓ Enter the front double doors, press the call box on the right.
- ✓ Inform the receptionist you are volunteering for a meal.
- ✓ All volunteers will check-in at the front desk.
 - Sign-in with name and email
 - Wear name badge
 - Sign photo release liability waiver form

OUR KITCHEN

- ✓ Six cook-tops
- ✓ Two ovens
- ✓ Two microwaves
- ✓ Four crock-pots
- ✓ Pots and pans
- ✓ Cooking utensils
- ✓ Water, ice machine, and coffee always available
- ✓ Seasonings, spices, and condiments
- ✓ Limited serving platters and Tupperware
 - Please provide:
 - Disposable plates, utensils, napkins, cups
 - Disposable tins, trays to serve leftovers
 - Gallon plastic baggies for leftovers
 - Disposable gloves and aprons

**Any special requests please ask in advance.*

MEAL RESTRICTIONS

- ✓ Prohibited: Alcoholic beverages of any kind
- ✓ Undercooked meat, fish, or eggs

SERVING

- ✓ Meals can be served buffet style on the center kitchen island.
- ✓ Meals can be plated and served individually to guests.
- ✓ To-go meals can be assembled at any time.

CLEAN UP

- ✓ All volunteers are responsible for cleaning the kitchen and any used equipment during their hosted meal.
- ✓ Terry's House dishes can be put in the dishwasher.
- ✓ Large pots, pans, serving trays must be washed by hand in the sink.
- ✓ Guests will clear their plates, but volunteers can offer to help.
- ✓ Staff will put away, condense, and label leftovers properly.

GROUP CANCELLATION

- ✓ In the event your group is unable to provide the hosted meal, we would appreciate as much notice as possible to make alternate food arrangements.

PHOTO RELEASE

- ✓ By participating in the Host a Meal Program, you grant permission to Terry's House, and their respective affiliates, subsidiaries, principals, directors, agents, officers, employees or contractors to use and disseminate (with or without my name) any photos, interviews, recordings in promotional materials, presentations, online or social networking websites. Whether now known or hereinafter existing or for any lawful purpose and waive all rights to compensation for use of these images or interviews.
- ✓ Should you have any photo release concerns, please contact the House Manager.
- ✓ All volunteers must sign release liability waiver at check-in.

HEALTH & SAFETY

VOLUNTEER ILLNESS:

- For our safety, anyone who has any symptoms of illness, exposed to, or has a communicable disease (ex. common cold) should not visit the house or handle food preparation.

SAFETY TIPS

- Please use good hand washing techniques.
- All kitchen surfaces must be wiped down before and after food preparation.
- When cooking meats: please ensure proper temperature.
- Keep raw meat away from other food to avoid contamination.
- Use separate cutting boards.
- Take special care in transporting hot foods.

SPECIAL NOTES

- ✓ Please be mindful that guests you will be serving are presently experiencing a crisis in their lives.
- ✓ It is important to be empathetic and set a respectful mood.
- ✓ No weapons, firearms, knives, ammunition etc. are allowed.
- ✓ If any volunteer would like a house tour once the meal is situated, please ask.
- ✓ Smoking is not permitted at Terry's House.

**WE ENCOURAGE FUN WHEN PREPARING YOUR MEAL IN
OUR KITCHEN!**

SUGGESTIONS

- ✓ Themes and dress to impress.
- ✓ Bring props or table centerpieces for decorations.

GENERAL MEAL GUIDELINES

- ✓ Main Dish: meat and/or vegetarian entrée
- ✓ Starch
- ✓ Fresh green salad or veggies
- ✓ Fresh fruit
- ✓ Bread rolls with butter
- ✓ Dessert
- ✓ Beverages

MENU IDEAS

✓ Sample Breakfast Menu:

- Baked french toast casserole
- Turkey sausage
- Fruit salad
- Smoothies
- Egg scramble
- Breakfast enchiladas
- Home-fried potatoes
- Bagels with cream cheese, butter, or jam
- Biscuits and gravy
- Bacon
- Breakfast burritos
- Yogurt parfaits
- Pancakes with syrup, chocolate chips, bananas, walnuts
- Blueberry or corn muffins
- Quiches meat/veggies
- Cinnamon rolls

✓ Sample Lunch Menu:

- Chili beans with cheese
- Tuna salad sandwiches
- Egg salad sandwiches
- Grilled cheese sandwiches
- Chicken noodle soup
- Nacho bar
- Chicken tenders
- Pinwheel wraps
- French fries or sweet potatoes
- Pasta salad
- Buffalo Chicken wings
- Pigs in a blanket

✓ Sample Dinner Menu:

- Pulled BBQ pork on rolls
- Teriyaki chicken rice
- Spaghetti with red or white sauce
- Taco bar
- Taquitos and rice
- Crockpot beef stew & veggies
- Fried chicken and mashed potatoes
- Pizza
- Sliders and hot dogs
- Kabobs, pilaf, hummus
- Orange chicken and fried rice
- Fajitas and stir fry

DRIVING DIRECTIONS & CAMPUS MAP

Terry's House
2730 Fresno Street
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[Driving Directions](#)
[Campus Map](#)