



P.O. Box 3146  
331 N. Gilbert St.  
Iowa City, IA 52244  
319-351-0326

Feel free to call Shelter House Staff with any questions or concerns.

*Hope  
Opportunity  
Community  
Independence*

## Providing an Evening Meal for Shelter House

Thank you for your interest in helping Shelter House by offering to provide an evening meal! This is an exciting opportunity to meet a significant need at Shelter House. Please see instructions for providing a meal for our clients provided below.

### General Instructions:

- Shelter House Drop-In Center serves supper every evening at 7pm.
- We typically serve between 30-40 people each evening.
- Shelter House strives to represent all of the major food groups at each of our meals. Beverages and desserts are not required.
- Shelter House provides coffee, water, cooking oils, spices and condiments. We also have dish towels, plates, cups, bowls, silverware, cooking pans, pots and utensils.

To reserve a night to serve supper go to our website or use this web address: <http://www.bymaster.org/calendar/>

### Serving Options:

#### Prepare a meal offsite and bring it to serve – THE PREFERRED OPTION

Many groups choose this option so that they may prepare items ahead of time. If you are planning on bringing a meal, feel free to stop by the Shelter House and take our large pans to use at home. Also, please be sure to arrive in plenty of time to reheat items if necessary.

#### Cook onsite and serve dinner

Please be aware that the Shelter House kitchen facility is limited for space. We do have 2 ovens and a variety of large serving pans and utensils. We do have very limited refrigerator and freezer space. Please arrive in plenty of time to prepare the quantity of meat or protein you will be serving.

#### Prepare a meal offsite and drop it off to the Shelter House

If you would like to provide a meal but don't have time to stay and serve, we are very happy to serve a prepared meal. Just be sure to check with us ahead of time so we can create storage space for the meal and bring it in plenty of time for us to heat and serve.



Despite being a busy place, Shelter House is a relatively safe and friendly environment to share meals.

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### Other Instructions:

Shelter House does have a volunteer program that allows volunteers to sign up to serve our evening meal on a regular basis. If you would like to stay and serve you are more than welcome, but do not feel obligated to do so. You may also call Shelter House to arrange a drop off time during the day and we can keep it heated in our ovens until it is time to serve. We have a long folding table next to our refrigerator to use for meal service.

If it is your first time in our facility, ask for Staff and they can show you around to familiarize yourself with the kitchen space. If you are staying to serve please have the table, plates, utensils and food ready to serve at 6:45 PM so we can serve promptly at 7:00 PM.

Please use all proper food safety and sanitization procedures while at the shelter. Shelter House provides disposable vinyl gloves for serving and health guidelines are posted in the kitchen for appropriate food temperatures and storage. Shelter House trusts that its volunteers are serving and providing food in “good faith” and will accept leftover food donations under this provision.

Shelter House is a high-traffic facility. The kitchen in particular is busy since it is often used as a walkway. At times all this traffic, can make meal preparation and serving chaotic.

Due to the crowded nature of the kitchen, there should be a max of 3 to 4 servers. If your party is larger than this, the rest of the group is encouraged to sit down enjoy a meal with our residents!

**Meal Planning Guide:** Please use the following food amounts when planning a meal for Shelter House. In general, plan to serve 40 individuals; however, if you have questions, you may call the shelter at 351-0326.

<b>Supper</b>	<b>for 40</b>
Milk (one 1-cup serving)	2.4 gallons
Meat/protein (1 serving)	5 lb. meat OR 40 eggs OR 5 lb. cheese OR 20 c. cottage cheese OR 20 c. cooked dried beans OR 40 c. yogurt
Vegetable or fruit (2 servings) One ½-cup serving equals:	20 cups
Grain/Bread (2 servings) 1 serving equals:	40 slices OR 40 biscuits or rolls OR 20 c. cooked pasta