

Meal Provider Fact Sheet

- We currently have approx. **150 residents** at the Family Center on any given night. This includes **90+ children**. Please adjust your portion size accordingly – **between 120-150 portions is usually perfect**.
- If you have a large group or the ability to make additional portions, **please consider sending a group of 3-4 people to the Women's Shelter to serve dinner concurrently** to your Family Center night. The Women's Shelter has **90 women—between 75-90 portions** is perfect.
- In terms of **special dietary needs**, I like to keep **open the possibility of between 10-20 vegetarian portions** for folks who would **prefer not to eat meat** but **don't always have the opportunity** to eat within their chosen dietary limits. **If this is not possible, we understand**.
- **Please arrive between 5:30-6pm** if you can. We like to **serve dinner as early as possible, between 6-7 is ideal**. We also completely understand folks' schedules change and run late, so we are flexible on our end if you cannot make those times. We just ask that you give us a heads up!
- If you are bringing **volunteers to serve**, please note that **more than 12-15 people can be a tough fit**. If you are **dropping off** your meal (which is 100% appreciated as well), just **let us know ahead of time** and we can ask outside volunteers to serve.
- When you arrive, please let a Family Center staff member know you are here—they will point you in the direction of the kitchen and find you assistance to carry in food if you need some! **A staff member will show you all plates, cups & utensils**. You are **welcome to bring throw-away paper plates, cups and utensils** but we also **provide them** so if it is not within your budget, please do not worry.
- We will **have the following available for you to utilize**: utensils, plates, cups, bowls, serving spoons (about 10), kitchen knives, 10ish hotel pans, sheet trays (5-7), a few pots & pans (3-5), **water is provided with the meal** and staff will make sure it is available; no other food or beverage is provided by us.

You are able to **prep cold items** (salad, etc.) and **reheat items** in our Family Center kitchen. You are able to **prepare and cook foods** in the Women's Shelter kitchen. You are welcome to use any of the equipment listed below.

At the women's shelter we have: 5 induction burners, 2-3 large pots, up to 5 cookie trays/baking sheets, 3-5 small pots/sauté pans, 3 ovens, 4 microwaves, 3 electric soup cookers/warmers, 1 large fridge, 1 large freezer, 2 cutting boards.

At the Family Center we have: 3 industrial ovens, 5 industrial gas burners, 2-3 large pots, up to 5 cookie trays/baking sheets, 3-5 small pots/sauté pans, 1-2 cutting boards, 3 freezers, a walk-in fridge.

- Please **reach out** if you have any **questions, concerns**, or **if you would like a tour of the kitchen** before your dinner date. I am **most reachable via email**—reminder texts can be helpful as well! Emilie's number is 503. 278. 1637.

Thank you so much for your hard work, dedication and support. Our food program is one of our most difficult programs and your participation makes a huge impact in the life and comfort of many of our families who do not have access to regular food. You are deeply appreciated.

I look forward to seeing you soon!