

I. Meal Volunteer Job Description

Guests of the Forest Grove temporary emergency shelter are served dinner and breakfast by welcoming volunteer teams of up to 4 people. We are committed to serving safely prepared meals that are sustaining, nutritionally valuable, and considerate of the dietary needs of our guests.

Dinner volunteers will be asked to arrive by 6 pm, warm the previously prepared main course, assemble a healthy salad and other simple sides, set up the serving line, and serve the meal from 7:00 pm – 7:45 pm. Leftovers will be packed into individual containers for serving late arrivals. We ask that volunteers stay through clean up, which should be done by or before 8:30 pm.

Breakfast volunteers arrive at 5:30 am. Cooking, set up, service and clean up should be completed by 7:30 am. Breakfast teams consist of 1-3 people. Breakfasts should be simple and relatively quick to prepare.

Because we are able to provide a cold “self-serve” breakfast in the mornings, our greatest need at this time is for dinner volunteers. Hot breakfasts are always a treat, so please do join us if mornings are your preference. Volunteers with regular availability are asked to commit to at least a month (4 shifts) of meal support. Volunteer support in any form is gratefully accepted! If you are not available for a four-shift commitment, simply visit the sign-up page to choose the individual shifts that work for you.

Volunteer sign-up has already started! Please visit the Forest Grove Temporary Emergency Shelter website at <https://oldtownfg.com/shelter> and click the link for **MEALS**. You will be directed to a SignUpGenius site to select your shifts. Our meal coordinator will be in contact with you once you sign up for a shift. You can also e-mail the Meal Coordinator at mealsTES@gmail.com if you have questions or to discuss volunteering.

II. Food Safety and Volunteer Requirements

The conditions of homelessness make our guests especially vulnerable to food borne illness. For this reason, and for the health and well-being of our staff and volunteers, food safety must be the first priority in our shared kitchens. All meal preparation will adhere to the guidelines established by the Oregon Health Authority, in accordance with our licensing as a benevolent meal site.

Meal volunteers will be asked to secure a food handler's card. Forest Grove TES will gladly reimburse the \$10 course fee. Visit <http://www.orfoodhandlers.com/eMain.aspx?State=OREGON> for the online training, followed by the test and payment. Please email a copy of your food handler's permit to mealsTES@gmail.com; you should also print a copy for your records. If you have difficulty using the website or taking the test, please contact the Meal Coordinator for support.

III. Donation guidelines

The Forest Grove TES meal program can accept donations of the following:

- 1) Any **commercially prepared and packaged foods**, ie anything you can purchase at the grocery store. Items should not be altered between purchase and donation. We cannot accept items with open

packaging, items that are spoiled, or items too far past date.

2) Any **whole** fruits and vegetables from grocery store, farm or home garden.

3) **Home baked** bread, rolls, pies, cakes, doughnuts or pastries that do not require refrigeration. Other than baked goods, we cannot accept any food prepared in a home kitchen.

4) **Properly cooled and stored** items donated from local restaurants, grocery stores, etc.

We accept donations both from individuals and local businesses and will work with you to keep the donations process food safe and hassle free! Contact our Meal Coordinator at mealsTES@gmail.com for more information.