



**Ronald McDonald  
House Charities®**  
Northern Nevada

RMHC-RENO.ORG  
323 Maine Street  
Reno, NV 89502  
775-322-4663

## RMHC Chef Program

Thank you for volunteering to participate in the RMHC Chef Program. The Chef Program provides home-cooked style meals for families staying at the Ronald McDonald House while caring for an ill or injured child within a nearby hospital. This document was created to answer the most commonly asked questions and ensure the Chef Program runs smoothly. Please feel free to ask a RMHC staff member if you have any additional questions or require additional information.

### Planning For Your Meal

- Once your meal date is confirmed, if you need to cancel for any reason please contact us as soon as possible so we have the best chance to fill your date.
- Typically meals provided should be planned to feed 15-20 guests. It is encouraged that you call 775-322-4663 a few days in advance to confirm likely occupancy for your designated date.
- We love having a variety of meals to offer our guests. Lasagna, Tacos, and Spaghetti are commonly prepared meals. We would love for you to provide your menu to our staff the week prior to your designated date so we can try to avoid duplicates and print your menu for our guests to look forward to.
- Our kitchen is fully stocked with pots, pans, crock pots, cooking utensils, serving utensils, and most other kitchen equipment you should need. We also have cooking basics like salt, pepper, cooking oil, and some seasonings for you to use. Our pantry often has other items as well. Please feel free to ask us what we may have in the kitchen before you purchase additional items to cook with.
- Please limit the size of your group to no more than 8 people. Children under the age of 10 years old are not permitted to cook in the kitchen. Anyone under the age of 18 must be supervised by an adult at all times..
- Dinner should be ready to serve by 6PM. Our families will serve themselves dinner between 6:00PM and 7:30PM. The RMHC staff will put any leftovers away in the communal refrigerator after dinner time to be enjoyed by our guests at a later time.

### In the Kitchen

- It is encouraged you prepare as much of your meal as possible in the RMHC kitchen. The smells of a home-cooked meal help make our house a home away from home for our guests.
- To help protect our families and those they visit in the hospital, please DO NOT come if you have a cold or have been exposed to other communicable diseases.
- Please wear closed-toe shoes while in the kitchen.

## **In the Kitchen (continued)**

- Tie back long hair and/or wear hats while prepping or cooking food. Wear facial nets for beards.
- Wear gloves when handling prepared food or foods that will be consumed raw.
- Wearing aprons is encouraged.
- Clean the area in which you will be cooking, serving, and where guests will be dining with disinfectant wipes.
- Wash your hands frequently. Please wash your hands every time you touch raw meat, touch your nose or mouth, touch your hair, or touch any other surface that may soil your hands and be transferred to food.
- Use disposable gloves anytime there are cuts, abrasions, or band-aids on your hands.
- Keep raw meats away from other foods.
- If raw meat spills occur on your cooking space please disinfect immediately,
- Wash cutting boards, knives, counters, and other utensils with detergent and hot water immediately after they are used for raw meat.
- Hot foods should be kept hot. Cold foods should be kept cold. Foods should not sit out at room temperate for longer than 2 hours.

## **Meal Service**

- Meals are served buffet style on the buffet table in the middle of the kitchen.
- Dinner, with serving utensils, should be out and ready by 6:00PM.
- When bringing condiments or salad dressing please check the fridge first to see if there are any open bottles and put those out first. We can put unopened bottles in our pantry for future use.
- Please be aware that not all families arrive for dinner at the same time. Families will slowly trickle in as the evening progresses.
- Our staff will put away all food in the communal fridge by 7:30PM. Many of our families enjoy having leftovers for a late dinner or lunch the next day. Leftovers rarely go to waste!

## **Cleaning Up**

- Please ensure all the dishes are cleaned, dried, and put away or are placed in the dishwasher that is marked for use at that time.
- Please wipe all counter surfaces with disinfecting wipes.
- If the trash is full, please take the kitchen trash out to the dumpster in the front of the Ronald McDonald House and replace the liner.
- Please ensure the floors in the kitchen are dry and free of large amount of crumbs or debris.

That is it! From there our staff will ensure food is available and put away at the appropriate time. They would be happy to give you and your group a tour when you're done preparing dinner so you can understand the impact you're making for the families we serve. Thank you so much for being a part of our Chef Program and please don't hesitate to ask any questions. We hope to have you back over and over again!