



A PROGRAM OF
Volunteers
of America

201 E. Harrison Ave.
Coeur d'Alene, ID 83814
Tel: 208.676.0772

Dear Volunteer,

Thank you for your interest in becoming a meal provider for [Project Safe Place](#) program.

Project Safe Place offers help **for any Coeur d'Alene youth in need with** a safe environment where teens can drop-in to receive a snack or meal, help with homework, clothing, school supplies, recreational activities and many other services from adults who care. By providing dinner during our drop-in center hours, Project Safe Place is able to gain the trust of hungry teens and support them as they begin to make positive changes.

Most meal providers bring one meal per month on an ongoing basis, but you are also welcome to bring a meal once to try it out. Some meal providers stay and serve the meals and others deliver the food for our staff and volunteers to serve. The attached information sheet will give you an idea of the amount of food needed for the day that your group volunteers. Also attached are some guidelines to follow for meal preparation and a sample menu in case you need some ideas.

It may also be possible to deduct the cost of the meal from your taxes as a charitable donation. We are happy to provide a receipt upon request. If you would like to become a meal provider or for more information, please contact **Project Safe Place's** staff at 208.676.0772.

We hope to hear from you soon!

Sincerely,

Brandi Smitherman
Program Director

Meal Providing at Project Safe Place

- Dinner is served Monday, Wednesday and Friday at 6 p.m.
- Meals should serve roughly 17 people.

Options for providing a meal:

1. **Purchase or prepare food at home, bring it to Project Safe Place and serve it yourself.** Please arrive by 5:40 p.m. to allow time for set-up.
2. **Purchase or prepare food and drop it off for the Project Safe Place staff to serve.** Please arrive by 5:40 p.m.
3. **Donate money for a meal** ahead of time.

Most of our meals are provided by churches and civic organizations on a once a month basis, however, individuals and families are also invited to provide a meal. This may be done on a regular basis or you may contact the Brandi Smitherman at bsmitherman@voaspokane.org or 208.676.0772 when you would like to provide a meal to see which dates are open in that month.

Food Preparation Guidelines

Thank you for your interest in becoming a meal provider! Without our volunteers we would not be able to provide the many services we offer. Below are a few helpful hints and guidelines to ensure we keep our teens safe and healthy.

Please note: At our meal site, we do have a microwave, but we do not have an oven. So, unfortunately all food must be pre-cooked or not require cooking. If you have any questions, please don't hesitate to contact us.

Keys to Success

- Wash hands often
- Wash produce thoroughly before cutting, including melons, oranges, apples & cucumbers
- Wash and disinfect counters, sinks, utensils, and cutting boards prior to food prep and before preparing a different item
- Transport food quickly
- Keep hot food hot and cold food cold

Proper Hand Washing

1. Use Warm Water

2. Apply soap and rub hands together for 10-15 seconds
3. Rinse Thoroughly with warm water
4. Dry with a single use paper towel
5. Turn off faucets and twist doorknobs with paper towel, not your clean hands
6. Do not miss: under nails, cuticles, under/around jewelry, knuckles, or between fingers

Proper Glove Use

1. Wash hands before even touching the gloves you will wear for food prep
2. Change gloves when you change jobs (ex: salad to meat prep)
3. Change gloves if you touch any surface that may not be clean (including face, hair, etc.)

Food Temperatures

In order to prevent bacteria growth or any other food-borne illnesses, we strongly recommend the following temperatures for cooking and storing foods:

Poultry, seafood, meat and casseroles	165° F
Ground beef, raw sausage and restructured or injected meat	155° F
Eggs, fish, solid meat and pork	145° F
Whole-muscle intact, beef steak must achieve a cooked color change on all external surfaces	145° F external
Fruits and vegetables cooked for hot holding	140° F
Roast beef, roast pork and ham	130-158° F

Transporting Food

- Hot foods must stay at 140° F or above.
- Cold foods at 40° F or below.

Sample Dinner Menu

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Fried Chicken Mashed Potatoes Green Beans, Corn Apple Cake & Ice Cream	3	4 Meatballs Pasta Veggie Sticks w/ dip Popsicles	5	6 Tacos Chips Salsa Beans	7
8	9 Mac & Cheese Tater Tots Grapes	10	11 Burrito Casserole Green Salad Spanish Rice	12	13 Tuna Sandwiches Green Beans, Chips Cake	14
15	16 Roast Pork Scalloped Potatoes Peas, Rolls Cake & Ice cream	17	18 Pizza Green Salad Pop	19	20 Hamburgers French Fries Fruit Salad Root beer Floats	21
22	23 Chili Cornbread Apples Cake	24	25 Enchiladas Cabbage salad Refried beans Churros	26	27 Sloppy Joes & Egg Salad Sandwiches	28
29	30 Chicken Soup Rolls Jello	31	Grilled Cheese Sandwiches Tomato Soup Orange Slices		Lasagna Salad Strawberry Shortcake	