



Holcombe House Meal Group Volunteering Guidelines

Contact Information

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Mealtimes

Lunch: 12 PM
Dinner: 6 PM



Group Information

- Dinner is recommended over Lunch Times. Families are at the Hospitals during the day.
- Activities must be discussed at booking to confirm that the time slots are available.
- Group Maximum size is *limited to around 10-12 attendees at this time*, for in house cooking, we require a minimum of 5 attendees
- All Attendees must be 18 years old and up
- Valid Government-issued photo ID required
- Children or underage teens may not attend or participate
- No person is allowed if they have been sick or exposed to any infectious disease within two weeks prior to activity
- All guests and volunteers check-in when they arrive

Cooking in the Kitchen



- You may arrive up to (3) hours before meal time to prep
- If not catering; all food **MUST BE PREPARED IN OUR KITCHEN**
- No home baked goods or pre-chopping, washing, mixing or defrosting of meats
- Wash hands first; wear gloves for all food preparation, handling and serving
- Always serve a full meal; entrée, veggie, side dish, dessert, and beverage
- Group kitchen is fully stocked with pots, pans, utensils and small appliances
- Please bring all necessary paper items (plates, cups, utensils, napkins)
- Allow 15 minutes to pre-heat ovens (Always look inside first)
- Convection oven and food warming drawers also available
- Ice Machine is in the locked pantry if needed



Serving the food

- Groups must serve the food and always wear gloves while serving
- Having two volunteers to assist children and parents with little ones to their tables is recommended
- Serve food at proper temperature (hot food hot; cold food cold)
- If a server touches something "off the line" (face, hair, phone, etc.), ask them to change gloves
- Please set up food line on the serving bar starting near the elevators
- Put trays, utensils, plates, main course, vegetables, condiments, desserts, and then drinks to flow the line into the dining room

Leftovers and Clean Up



- Packing leftovers and cleaning are part of the activity and end at 7:30 PM
- Food that is not consumed during the meal is to be saved and stored as leftovers for the families
- If food is left out for two hours or more at room temperature, please dispose
- Leftovers **MUST BE** packaged as meals in individual microwavable containers and labeled with date
- Cleaning up pans, cooking utensils and dishes used in preparing and serving the meal is part of the activity
- Dishes must be washed, returned to original location, and trash taken to dumpster out back