

All meals should be scheduled in advance through our Volunteer and Outreach Coordinator, Jillian Bratton, at **304-322-2071** or by email **jillian@rmhcpgh-mgtn.org**. If you need to cancel, please contact Jillian or the front office as soon as possible to give another group the chance to serve a meal to our families.

All meals must be prepared and cooked on site in our community kitchen. This includes preparations for any desserts or meats etc. You are also welcome to purchase premade food from a grocery store or restaurant. (Please contact the Volunteer and Outreach Coordinator if your group has a certified/regulated kitchen)

Due to the size of our kitchen, please limit your group to no more than 8 individuals. Please schedule your serve time at one of the following:

Breakfast - 9 or 9:30 am Brunch - 10 - 10:30 am Lunch - 12, 12:30 or 1 pm Dinner - 5:30 or 6 pm

Most groups arrive between 1-2 hours before serve time for meal prep. If you need more time, please contact the Volunteer and Outreach Coordinator.

Meals are first come first served, but leftovers are always saved and eaten! Please prepare food for the following number of people:

Breakfast- 20 to 25 people Lunch - 30 to 35 people Dinner - 50 to 60 people

The actual number of people attending meals varies greatly even though the House is usually full. This is due to a number of factors, none of which are predictable.

All ingredients for the meal must be supplied by your group. Ronald McDonald House Morgantown will supply paper plates, cutlery & cups; however, donations of these items are always welcome.

It is your decision if you want to include drinks and dessert.

No alcohol may be brought into the House. This includes its use as a food ingredient.

There are no food restrictions. Ingredients do not need to be displayed, however, be prepared to verbally offer a list of ingredients in case of food sensitivities/allergies.

Our kitchen is equipped with two electric ovens/stove tops, two dishwashers, cooking utensils, pots and pans.

Everyone preparing food should use appropriate hygiene practices and be free of any contagious illness. Remind all chefs to wash hands thoroughly. Food safety gloves are required when handling food. You are welcome to bring your own or gloves will also be available in the Ronald McDonald House Morgantown kitchen.

Please follow the food safety guidelines provided on the website: www.foodsafety.gov