


# ADOPT-A-MEAL PROGRAM | FAMILY CENTER

825 E Orange Grove Blvd, Pasadena 91104

Union Station Homeless Services needs volunteer groups to provide hot meals for the residents staying at the Family Center shelter. If your family, corporate, faith-based, civic or social group would like to become an Adopt-a-Meal or Sack Lunch volunteer, please call us at 626.240.4550 ext. 124 or e-mail [volunteer@unionstationhs.org](mailto:volunteer@unionstationhs.org).



| <b>DINNER</b>  | <b>ADOPT-A-MEAL GUIDELINES</b>  |
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| <p><b>Arrival:</b> 5:30pm<br/><b>Dinner Service:</b> 6:30 pm<br/><b>Clean up completed:</b> 7:30 pm</p> <p>Purchase, prepare and serve approximately 40 hot, nutritious dinners, once a month for 12 months. You will be sent an email reminder three days before your date with a link to the Current Resident Count document.</p> <p><b>Dinner should include:</b></p> <ul style="list-style-type: none"><li>• Main dish (poultry, beef, casserole, etc.)</li><li>• Vegetable or salad</li><li>• Whole grain/starch (potatoes, rice, pasta, dinner roll, etc.)</li><li>• Dessert</li><li>• Beverage (lemonade or fruit juice/punch)</li></ul> <p><b>*All groups are welcome to use Union Station's commercial kitchen.</b></p> | <p><b>WHAT IF...</b></p> <p>-If your group has to <b>cancel</b> and will not be able to provide your adopted meal, please let us know at least <b>one week in advance</b>.</p> <p>-If there is an <b>emergency</b> the day of your adopted meal and your group cannot make it, please contact the Volunteer Department immediately.</p> <p>-If you are going to be <b>late</b> (meaning you will not arrive an hour before your scheduled meal service) call us to let us know. If we do not hear from your group, our staff will prepare an emergency meal.</p> <p>-If you are no longer able to participate in the Adopt-A-Meal-Program, contact the Volunteer &amp; Community Programs Department.</p>  |

# ADOPT-A-MEAL GUIDELINES

## WHO DO I CONTACT...

Volunteer & Community Programs Department: 626.240.4550 ext. 124  
[volunteer@unionstationhs.org](mailto:volunteer@unionstationhs.org) (Primary contact)

Family Center: 626.255.1434 or 626.255.0889  
(Only for emergencies or if you are running late)

## GUIDELINES:

### GENERAL:

- We ask that your Adopt-A-Meal group purchase and bring food for your adopted meal. Please **do not** use the food in the kitchen.
- To ensure that you are preparing enough food, please call 626.240.4594 or 626.240.0720 for a head-count or e-mail [volunteer@unionstationhs.org](mailto:volunteer@unionstationhs.org) in advance. Please note that you will receive an email reminder with a link to the current resident count three days beforehand.
- Please **do not** pre-plate meals.
- Hands must be thoroughly washed as soon as volunteer arrives for shift, before placing gloves on.
- No more than 10 people in the kitchen at anytime.
- **No children under the age of 13** are allowed in the kitchen at anytime.
- Please **clean-up** after yourself (i.e. put items back where you found them and empty the trash)
- Please **do not** pour grease down the drain in the floor. You **may** empty grease in the industrial sink where dishes are washed as it is equipped with a grease trap.
- Please plate six dinners and leave them on the counter for late arrivals.
- Please label and put away any extra food, so that we can use it the next day.

### APPROPRIATE ATTIRE:

- **Apron, gloves and a cap or hair net must be worn at all times in the kitchen (provided).**
- **Please wear a t- shirt, closed-toe shoes, and long pants/skirts.** Spills do happen, so wear clothes you are do not mind sullyng.
  - **For safety reasons you will not be allowed to serve if you have on flip-flops, shorts/skirts and/or tank tops.**

✧ **Questions?** Please contact us at [volunteer@unionstationhs.org](mailto:volunteer@unionstationhs.org)