ADOPT-A-MEAL PROGRAM | ADULT CENTER
412 S Raymond Ave, Pasadena 91105

Union Station Homeless Services need volunteer groups to provide hot meals for our clients. If your family, corporate, faith-based, civic or social group would like to become an Adopt-a-Meal volunteer, please call us at 626.240.4550 ext. 124 or e-mail volunteer@unionstationhs.org.

DINNER
Arrival: 6:30 pm
Dinner Service: 7:30 pm
Clean up: 8:00-8:30 pm

Purchase, prepare and serve nutritious dinners, once a month for 12 months.
Number of meals: 60

Dinner must include:
- Main dish (Poultry, beef, casserole, etc.)
- Vegetable or salad
- Whole grain/starch (potatoes, rice, pasta)
- Dessert
- Beverage (iced tea, lemonade or fruit juice/punch)

LUNCH
Arrival: 10:30 am
Lunch Service: 12:00 pm
Clean up: 1:00 pm-2:00 pm

Purchase, prepare and serve nutritious lunches once a month for 12 months.
Number of meals on weekdays: 70
Number of meals on weekends: 40-50

Lunch must include:
- Main dish (Poultry, beef, casserole, etc.)
- Vegetable or fruit
- Whole grain, starch or snack (potatoes, rice, pasta or granola bars)
- Dessert
- Beverage (iced tea, lemonade or juice)

BREAKFAST
Arrival: 8:00 am
Breakfast Service: 9:00 am
Clean up: 10:00 am-10:30 am

Purchase, prepare and serve nutritious breakfasts, once a month for 12 months.
Number of meals on weekdays: 70
Number of meals on weekends: 40-50

Breakfast must include:
- Main course or combo (i.e. omelets or sausage and pancakes)
- Two complimentary sides (fruit, toast, potatoes, sliced tomatoes, cottage cheese)
- Beverage (juice and 1 gallon milk)
- Coffee

*All groups are welcome to use Union Station’s commercial kitchen.
ADOPT-A-MEAL GUIDELINES

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<th>WHAT IF...</th>
<th>WHO DO I CONTACT...</th>
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<tbody>
<tr>
<td>If your group has to <strong>cancel</strong> and will not be able to provide your adopted meal, let us know at least <strong>one week in advance</strong>.</td>
<td>Volunteer &amp; Community Programs Department: 626.240.4550 ext. 124 <a href="mailto:volunteer@unionstationhs.org">volunteer@unionstationhs.org</a> (Primary) Available weekdays 9am-5pm.</td>
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<td>If there is an <strong>emergency</strong> the day of your adopted meal and your group cannot make it, call the Adult Center.</td>
<td><strong>Adult Center: 626.255.1434</strong> (Only for emergencies or if group is running late)</td>
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<td>If you are going to be <strong>late</strong> (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.</td>
<td><strong>Adult Center: 626.240.4550 ext 305</strong> (security) (Only for emergencies or if group is running late)</td>
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<td>If you are no longer able to participate in the Adopt-A-Meal-Program, contact the Volunteer &amp; Community Programs Department.</td>
<td>(See information above to contact the Volunteer &amp; Community Programs Department.)</td>
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**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 e-mail volunteer@unionstationhs.org one week in advance (or call 626.240.4594 for a head-count).
- Please do not pre-plate meals.
- Hands must be thoroughly washed as soon as volunteers arrive for their shift, before putting on gloves.
- 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. Please set it aside in a labeled covered container.
- 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.

**MANDATORY ATTIRE:**
- Apron, gloves and a cap or hair net must be worn at all times in the kitchen (provided).
- Please wear a short-sleeved shirt, closed-toe shoes, and long pants/skirts. Spills do happen, so wear clothes you are do not mind sullying.
  - **If you arrive in flip-flops, shorts/skirts, and/or tank tops, you will not be allowed to serve.**
- **Questions?** Please contact us at volunteer@unionstationhs.org