

Meal Program

Meals should contain foods from the food groups (milk, meat, fruit, veggies, grains)

When serving meals at HALO you have several options

- ➔ Prepare food at your site, bring in and serve
- ➔ Prepare food at your site, drop off for HALO to serve
- ➔ Prepare food at HALO, you stay and serve
- ➔ Prepare food at HALO, HALO serves
- ➔ Cater the meal from a restaurant have it delivered to HALO, you serve
- ➔ Cater the meal from a restaurant have it delivered to HALO, HALO serve

What to bring

- ➔ You may bring paper goods and plastic utensils or use the dishes and utensils we have at HALO
- ➔ You may bring drinks (coffee, milk, juice, tea, or soda)
- ➔ If you use special seasonings to prepare your food on site, bring those with you
- ➔ You may bring food in disposable containers or you can use the dishwasher to wash out your containers to take back with you.

MEAL Serving times

Food must be ready to be served at windows.

Monday through Friday

Breakfast – 6:30 – 8:30am
Lunch – Noon – 1:00pm
Dinner – 5:00 – 6:00pm

Saturday through Sunday

Breakfast – 8:00 – 9:00am
Lunch – Noon – 1:00pm
Dinner – 5:00 – 6:00pm

Serving Meals

- ➔ Serve meals to children on the smaller dinner plates/bowl or trays. Children may have seconds if desired and if available.
- ➔ Serve meals to adults on dinner plates or trays. Adults may have seconds if desired and if available.
- ➔ If you have any concerns please ask Site Staff.

Use of Ovens, Warmers, Microwaves, refrigerators and Dishwasher

- ➔ You have full use of all the appliances, utensils, cooking pots/pans
- ➔ Please see **site staff** on the operation of the appliances before you begin.
- ➔ A participant that is assigned to the kitchen may be available to assist you.

Cleaning

- You are not responsible for cleaning dishes, appliances, floors or counters.
- If you would like to assist however, you may.

Leftovers

- You are welcome to leave your leftovers.
- Please place leftovers in a covered container or Ziploc bag with name of food item and **date**. Place in the refrigerator.

A tour of our facility can be arranged prior to your groups' first scheduled Meal donation. To schedule or inquire about volunteering for the Meal Program, please contact our Community Programs Manager at 262-633-3235 x142.

Each member of your group must **Log in** when they arrive. Our trained Site Staff will assist you. If you plan on returning numerous times within a year, create a REGISTERED VOL file, not a GUEST. You will have to approximate your time here. HALO may use your volunteer hours to garner dollars from certain grants...so you can see how important it is to gather YOUR volunteer hours.

Please remember to fill out a **Donation Form** (available at the front desk) for the TOTAL dollar amount for the food you purchased and prepared.

Thank you so very much for your service to HALO!!

You are truly appreciated.