



Meal Program Guidelines

These guidelines are intended to assist volunteers in the preparation and service of a meal at The Doorways. **Please read this guide carefully and distribute the information to all volunteers.** If you have any questions reach out to our Volunteer and Outreach Manager, Kelly Lindquist, at klindquist@thedorways.org.

Directions

The Doorways is accessible by car, walking, bus, and carshare service.

Our address is 612 East Marshall Street, Richmond Virginia 23219 (on the corner of 7th and Marshall Street).

Look for the blue awning on your left once you've passed the 7th and Marshall intersection.

The building is not accessible from the sidewalk on Marshall Street.

What to Bring

If you wish to bring handouts for guests, musical instruments, etc. please let us know.

- All of the food you'll need for your meal including condiments, drinks, and dessert if you'd like
- Spices (we have salt and pepper), cooking oil, and butter if needed
- Aluminum serving trays and Sterno cans if needed (we have three electric warming trays onsite)
- **Signed volunteer waivers, if they have not been turned in electronically**

Serving Food

Prepare to serve 50-60 guests.

- **If you have leftovers they must be placed in to-go containers, labeled, dated, and place in our walk-in fridge**
- You must clean up the kitchen and serving areas after your meal, food cannot be left out in the kitchen
- The menu is up to you but all food must either be prepared onsite, or bought frozen and baked at The Doorways
- Dinner is typically served at 6:30PM, please contact our Volunteer Manager if you would like to serve at a different time
- Posted food safety guidelines must be followed at all times

Volunteering with Minors

- We require one adult chaperone for every three volunteers under the age of 18
- Any volunteers under the age of 18 must be monitored at all times and are not allowed unsupervised in our building
- **Volunteers under the age of 18 cannot use any heat or sharp objects in our kitchen.** This includes: cooking on the stovetop, taking items in/out of the oven, chopping vegetables, etc. Instead, these volunteers can:
 - Set the tables for our guests
 - Mix batter or toss salads
 - Serve your meal to our guests

Parking

There is free parking onsite and paid street or garage parking nearby. To park onsite:

- **We can only guarantee 4 available spots, so carpooling is highly encouraged**
- Enter the driveway through the 7th street entrance
- Honk your horn so the front desk knows to open the gate
- Proceed up the garage ramp to the 3rd floor
- Go down the "Visitor's Entrance" stairwell to the first floor
- Register your vehicle at our front desk

You may park in one of the 15-minute unloading spots if needed before going to the third floor.

What We Provide

Supplies will be in the **volunteer closet in the dining room.** Ask the front desk for the key.

- A variety of utensils/cookware including pots, pans, cookie sheets, spatulas, whisks, etc.
- 4 ovens, microwave, sinks, dishwashers, and an ice machine
- Paper products including napkins, cups, paper plates/bowls, plastic utensils, etc.
- Extra masks, gloves, hand sanitizer, and cleaning supplies.

Additional Information

- **Gloves must be worn at all times while preparing and serving food**
- Masks are optional and are available at the front desk
- You are working in our communal kitchen. **Please keep your group contained to one half of the kitchen, so the other is available for our guests.**
- When in doubt, ask our Front Desk staff for help
- You must use the elevator and interior stairwell to get back to visitor parking
- If you take photos tag us on Facebook and Instagram (@TheDoorways)