



## Greater Richmond Interfaith Program

165 22<sup>nd</sup> Street, Richmond, CA 94801 • (510) 233-2141

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### FAMILY HOUSING PROGRAM MEAL SUPPORT FOR CONGREGATIONS, ORGANIZATIONS, FAMILIES AND VOLUNTEER AGENCIES

The Board and staff of the Greater Richmond Interfaith Program, thank you for your continued support and/or present desire to assist in the provision of meals to homeless families residing in GRIP's Family Housing. This letter will provide the information to assist in your efforts to provide meals to our families.

**Number of Residents.** GRIP Family Housing provides both emergency shelter and transitional housing to homeless families; all families reside in the Souper Center Family Housing and Supportive Service Facility. A maximum of 75 beds are available, although there may be fewer guests housed on any given day.

**Meals.** Breakfast and dinner meals are provided 365 days a year under the supervision of our Resident Assistant and Souper Center Cook. **GRIP is requesting assistance to provide and prepare breakfast and evening meals.** Breakfast is served from at 6:00am-7:00 a.m., Monday through Friday and 7:00am-8:00 a.m. on Saturday and Sunday. Evening meals are served at 6:00 p.m. daily.

#### Preferred Options:

- (1) **Select a day, week or your choice of weeks to provide and prepare breakfast and/or dinner meals.** The week begins on Sunday and goes through Saturday. \*Note meals may only be prepared in a kitchen facility approved by the Contra Costa County Environmental Services Department. If you chose to provide prepared meals and do not have an approved kitchen facility, you may make arrangements to prepare food at the GRIP Souper Center or purchase prepared food. Prepared foods can be purchased from a restaurant or fast food facilities or from retail supermarkets, COSTCO, etc. (usually frozen or deli items).
- (2) **Select a day, week, or your choice of weeks to provide breakfast and/or dinner food and request that the meals are prepared by the Souper Center staff.** Contact Toni Lawrence at (510) 233-2141, ext. 303 to arrange for meals to be prepared. Generally, food to be prepared by staff should be delivered to the Souper Center at least one-day prior to the service date.

**Alternative Options.** If your congregation or group is unable to provide breakfast or dinner meals for the entire week, or if you are unable to provide both breakfast and dinner meals, please consider one of the following alternative options:

- (1) Unite with another congregation or group to provide meals for one week.
- (2) Donate money to cover the cost of feeding the shelter residents for one week.

Staff will assist you in your efforts to serve meals to our families. For all meal inquiries or to sign up to prepare and/or serve a meal, please contact Siu Laulea at (510) 233-2141, ext. 313. For more information on other ways to make a difference, please visit our website at [www.gripcommunity.org](http://www.gripcommunity.org)!

THANK YOU FOR YOUR SUPPORT!

*GRIP is a 501(c)(3) non-profit corporation, Federal ID# 23-7169239. Donations and gifts are tax-deductible to the extent allowed by law.*

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## **FOOD HANDLING GUIDELINES**

Food handling for large groups of people demands awareness of public health and sensitivity to issues that would not normally be considered at home. To safeguard everyone's health, the recommendations below should be followed:

- ✓ Wash your hands carefully before beginning to work/serve food.
- ✓ Always wear latex gloves when handling food or drinks.
- ✓ Always wear hair restraints when working in the food service/prep area. Suitable hair covering include a baseball cap, scarf, or hair net. These help keep your hand out of your hair as well as your hair out of the food. GRIP will provide protective hair bonnets if needed.
- ✓ When you taste food, do not put the utensil back into the food.
- ✓ Never use fingers in food preparation.
- ✓ Cover food and utensils when not in use.
- ✓ Defrosting of meat is accomplished in the refrigerator not at room temperature.
- ✓ Wash all fruit and vegetables before cutting or serving.
- ✓ Wash counters and tables after use.
- ✓ Cover and refrigerate left over food items within one hour of service.
- ✓ Do not use the same dishrags to wipe counters, wipe dishes and dry hands.
- ✓ Clean up, putting garbage in garbage cans or other receptacles provided.
- ✓ Place all recyclable (metals, plastics, glass and paper) into appropriate containers.
- ✓ Do not work as a server if you have a sore, open wound, or infected cut on your hands, arms or face. Skin infections can contaminate food with bacteria, which can result in serious food borne illnesses.
- ✓ Do not work as a server whenever you or a significant other/household member has been ill with diarrhea or vomiting. Such illness spread easily within a household and some household members may carry and spread germs even though they are without symptoms.



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### FAMILY HOUSING MEAL SUPPORT PROGRAM SIGN-UP FORM

Congregation/Organization/Family \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person E-Mail Address \_\_\_\_\_

Contact Person Phone No. \_\_\_\_\_

Alternate Phone No. \_\_\_\_\_

Best Time of Day to Contact \_\_\_\_\_

Day / Week / Weeks You Are Available \_\_\_\_\_

(Choose one): BREAKFAST  DINNER  BREAKFAST AND DINNER

(Choose one): ONE DAY WEEKLY  ONE DAY MONTHLY

ONE WEEK MONTHLY  YOUR CHOICE OF WEEKS

GROUP DINNER CODE: (Choose one) SO  BF  BFF  PF

#### GROUP DINNER CODE:

- SO** – Group will arrive at 5:30pm to serve food only. Food will be provided and prepared by GRIP.
- BF** – Group will drop off food by 2pm the day BEFORE they are to serve and GRIP will prepare and Cook the meal. The group will return by 5:30pm on the day they are to serve and be ready to serve by 5:45pm.
- BFF** – Group will bring food already prepared by 5:00pm on the day that they are to serve and be prepared to serve by 5:45pm.
- PF** – Group will bring food to prepare by 4:30pm on the day they are to prepare and serve and be prepared to serve by 5:45pm. Group may make arrangements to arrive earlier if a longer preparation time is necessary.