

Overview of the Dinner Team Program

- Dinner teams come and prepare food and then sit and eat with guests at Hixon House, our adult shelter.
- Dinner is served at 6:30pm. Usually teams come in around 4:30 - 5pm if they are cooking the meal here.
- Please prepare enough food for 25 people plus yourselves. Check the dinner team calendar to see the types of food that have been served so you can plan a menu. Most teams prepare an entrée, and one or two side dishes. You are welcome to shop our food shelf to help with meat, vegetables, rice, pastas and bread.
- The kitchen comes stocked with all condiments and necessities including milk, eggs, shredded cheese, flour, sugar, butter, oil, salad dressing, chocolate chips, and spices.
- You do not need to worry about drinks since we provide those.
- We ask that you wash the pots and dishes you use while cooking. However, you do not need to clean the dinner plates and silverware used by shelter guests, they clean up after dinner.

Kitchen Orientation for Dinner Teams

- **The Hixon oven needs to be preheated 15-20 minutes before use. We ask that you use the right side of the oven, as the left side is not working properly. Casseroles/trays of food should be turned half way through the cooking process.**
- Stove fans and lights are located above the stove and attached to the hood.
- **Latex gloves are in the kitchen to be worn when preparing salads, vegetables, sandwiches. If you are cooking or baking, gloves are not required.**
- Hixon has ample cooking utensils, pots and pans, frying pans, and bowls.
- When cleaning the bowls, pans and cooking equipment used for meal preparation, make sure to wash, rinse and sterilize using Hixon's commercial sanitizer.
- The Hixon kitchen has a variety of serving dishes, plates, napkins, and paper towels.
- Hixon's dry goods pantry is located on the far side of the Hixon café. Teams should ask staff to unlock the pantry while they are cooking. The pantry has a wide variety of cooking and baking ingredients.

- On average, teams should prepare to feed approximately 25 people (guests and staff), plus themselves. If the dinner team has five members, they should prepare to feed 30 people.
- Dinner is held from 6:30PM-7:30PM. This is a set time due to kitchen cleaning schedules, as well as meetings and events that guests are required to attend after dinner.
- If you would like to shop our food shelf for dinner ingredients, please contact Kerri Weeks (contact info below) at least five business days before you are cooking. She will train you how to shop the food shelf and store food in advance.

Contacts:

<p>Hixon Cell – 802-299-8838 For weekend dinner teams, call Hixon cell if you need to contact the Haven for questions or cancellations.</p>
<p>Kerri Weeks Volunteer Coordinator kweeks@uppervalleyhaven.org Phone: 802-478-1865</p>

***MyPlate* Recommendations for Hixon Dinner Teams**

To better serve Hixon guests, with an assortment of healthful and tasty meals, we recommend meals based on [MyPlate](https://www.choosemyplate.gov), a USDA site with standards on fruits, veggies, proteins and healthy grains. Our aim is to offer a pattern of reliable and ongoing meals, which delivers a good variety of tasty and enjoyable food to our guests.

For more tips on *MyPlate* go to:

<https://www.choosemyplate.gov/start-small-changes>

We encourage all dinner teams to prepare meals which include lean proteins, healthy grains, and lots of fruits and vegetables.

Hixon provides dinner beverages for guests.

Thank you for cooking for our shelter guests!