



## CARPENTER'S PLACE™

### **GUIDELINES FOR BRINGING AND SERVING MEALS AT CP**

*Updated: March 2022* – Thank you so much for your interest in providing a meal for our guests at Carpenter's Place. To be in compliance with the Winnebago County Health Department Guidelines, we can only accept food as follows:

- Prepared in a kitchen that has a current health inspection and is supervised by a person with a current food sanitation license;
- Purchased through a restaurant;
- Store-bought, pre-packaged food items.

#### **BREAKFAST**

Plan on 40-60 guests. Breakfast is served at 9:00 a.m.

- If bringing juice and/or milk, approximately 3 gallons would be needed.
- Fruit is always a favorite when added to a meal. Some of guests have dental issues so a variety of fruit, including soft ones (like bananas and grapes) are a good idea. Individual fruit cups and applesauce are also great.

#### **Option 1 - Store-bought Packaged Items**

Please arrive no later than 8:30 a.m. If CP needs to warm anything, please deliver the food the working day before date scheduled.

Menu ideas:

- Cereal, milk (4 boxes of cereal and 3 gallons of milk). Some cereal favorites are Captain Crunch Fruit Berries, Trix, Honey Nut Cheerios, Frosted Mini Wheats, Cocoa Krispies, and Frosted Flakes.
- Sack breakfasts: granola bar, string cheese, yogurt, fruit, beverage – be creative!
- French toast sticks with syrup
- Bagels and cream cheese
- Pre-cooked sausage
- Eggs may be dropped off the day before and we will hard-boil here
- Individual yogurt
- Biscuits (pre-made; purchased pre-baked) and gravy (canned)

#### **Option 2 - Restaurant Prepared**

Please have food delivered to Carpenter's Place no later than 8:45 a.m.

- Breakfast pizza may be purchased at Schnuck's Pizzeria on East State Street, the Shell Station on South Alpine, Casey's General Store, Circle K or any of your favorite restaurant breakfast pizza.
- Breakfast sandwiches from Chic Fil A, McDonalds or Burger King are always a treat. Feel free to let them know it is for Carpenter's Place.
- Buffet-size breakfast skillet or casseroles (Johnny Pancakes or other restaurants that offer those items)

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## **LUNCH**

Plan on 60 guests. Lunch is served at 12:00 p.m. Lunch includes beverage (milk, soda, lemonade, water) and dessert (no homemade desserts). If you are able to provide those, great. If not, please let us know in advance and we will provide those items. We have 5-gallon jugs that can be used to make lemonade, iced tea or similar beverages.

### **Option 1—Store-bought Packaged Food**

Please arrive no later than 11:30 a.m. If CP needs to warm anything, please deliver the food the working day before date scheduled.

Menu ideas:

- Pre-cooked meats: burgers, brats, ham, chicken breast.
- Store bought potato, macaroni salad or coleslaw.
- Soup – GFS, Sam’s and/or Costco has some that is frozen, you could drop off to us and we would heat up.
- Tuna and chicken salad are great ideas for lunch, too! Buy the commercial sized cans and mayo and we will do the rest.
- Raviolis, spaghetti-o’s, chili mac in the commercial sized cans.
- Sack lunches: add fruit cup, cereal bar, string cheese, chips and a drink!! Please note, you may put the sack lunches together, but the sandwiches must be made here at Carpenter’s Place.
- Salad: Caesar and buttermilk ranch are favorite dressings, throw in some fresh veggies: cucumbers, tomatoes, peppers, we will cut and add to the salad.
- Fruit salad
- Walking Taco’s – store bought taco meat served over Frito’s with all the toppings.
- Chili
- Hot dogs OR chili dogs!

### **Option 2 – Restaurant Prepared**

Plan on 60 guests. Lunch is served at 12:00 p.m.; please arrive no later than 11:45 a.m.

- Pizza (Capri, Lino’s, Giordano’s, Salamone’s or your favorite Italian restaurant)
- Pasta (you may also include meatballs or another protein) with salad and garlic bread.
- Subway sandwiches, Jimmy John’s or Beef a Roo
- Fried Chicken. Walmart offers a 50-piece party pack which includes 1 side salad and 2 dozen rolls. 3 party packs are usually enough (especially if you cut the breast pieces in half.) Pizza Ranch also has a chicken dinner that is comparably priced.

### **Butter/Margarine**

Often times we do not have butter or margarine. So, if you would like it for your meal, we ask that your group provide it.

### **Children (Not during COVID-19)**

The guests love when children (anyone under 18) come and they are always welcome to help with meals. We ask the children be at least school age in order to help for safety reasons. We ask that an adult is responsible for them at all times while at CP.

### **Left-overs**

If there are left-overs after all guests are served, seconds will be offered. Additional leftovers are offered to the case managers to take to our housing programs. Any additional left-overs can be taken with you or left to be served at a later time to our guests. The choice is yours. Please note, our guests are not allowed to take food out of the building with them unless it something like a sack lunch.

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**Paper Products**

CP has plates, bowls, cups, utensils, and napkins. If you are able to provide any of these items, it is appreciated. If you have a favorite brand, or a particular size you would like to use, please feel free to bring them.

**Roasters**

Our kitchen has 3 roasters that we will use to warm up any canned food that you provide. We are strictly a warming kitchen and do NOT have an oven.

**Schedule (Not during COVID-19)**

To keep the schedule of our case managers, please be ready to service lunch promptly at 12:30 p.m. after prayer and introducing/ thanking the lunch servers. Case management promptly begins again at 1:00 p.m. so everyone needs to be served by that time. The Kitchen Manager will ask a guest to pray; if no one volunteers then someone from your group is welcome to say the prayer if desired.

**Servers (Not during COVID-19)**

For a typical meal, it is good to have 4-6 servers. If less, let us know in advanced and we will supplement. Those from your group that are not needed to serve are welcome to mingle with our guests after the prayer and serving has begun.

**Shoes & Clothing (Not during COVID-19)**

Due to health and safety reasons, open-toe shoes (sandals, flip flops, etc.) are not allowed to be worn. We also ask that all servers, including children, be dressed appropriately.

- Knee length or longer shorts or skirts
- Clothing that covers cleavage and undergarments
- Shirts that cover the shoulders and midriff (no spaghetti straps, tank tops, halter tops)
- Pants around the intended waist line (no sagging)

**Reminder Calls**

You will receive a reminder call or email 4 days before your scheduled date. Please be sure to confirm back if we do not speak with you directly.

If you have any questions, please contact Michelle at 815-964-4105 ext. 203 or email [CPengagement@carpentersplace.org](mailto:CPengagement@carpentersplace.org).