

Rosenbaum Family House Group Dinner Guidelines for WVU Medicine employees

Family House Meals Program

Guests of the Family House are far from home and truly appreciate an evening meal. These meals provide a taste of home and an opportunity for fellowship. You and your group will provide a meal for 50-60 Family House guests by either using our kitchen to prepare the meal or bringing food from a commercial kitchen in to serve. **WVU Medicine employees are welcome to come anytime during the day they are to provide a meal to cook. You may make the food in our kitchens and have our staff keep an eye on throughout the day.**

COVID Guidelines

- Be a WVU Medicine Department
- Cook food on site or bring in from a commercial kitchen
- Provide support to serve food
 - 5:00 – 5:40 pm
 - 5:45 – 6:30 pm
- Only 6 members of the department at a time (may change out between serving times)
- No one under the age of 18
- Wear masks and gloves at all times
- Follow proper handwashing
- Please do not come in the House if you are or have been sick within the last 24 hours

Suggested Menu Items

- Breakfast for dinner – Sausage gravy & biscuits/pancakes or waffles/eggs/bacon/sausage/applesauce/toast/fruit/milk or juice
- Meatloaf, potatoes, veggies, desserts
- Chicken, potatoes, veggies, desserts
- Soup, sandwiches, desserts
- Hotdogs, hamburgers, baked beans, salad, desserts
- Grilled chicken, corn on the cob, baked beans, desserts
- Tacos, drinks, desserts
- Baked turkey or ham, potatoes or stuffing, veggies, desserts
- Sloppy Joes, salad, baked beans, desserts
- Casseroles, veggies, rolls, desserts
- Pot roast w/veggies, rolls, desserts

Unloading and parking

Family House is located across the parking lot from Ruby Memorial Hospital between the Ronald McDonald House and the football stadium. a right. You may pull right in front of the main doors to unload. If you need carts, please see front desk staff when you arrive. Once unloaded, please get a parking pass and park in front parking lot of the Family House. Please advise all with your group to get a parking pass.

Visitors must have a Dinner Group key to gain access to the kitchens and lounges. We ask that the first person to arrive from your group stop by the front desk to get a key to use while you are here preparing a meal. **Please remember to return it when you leave.**

Set up

Dinner is served in our third-floor lounge. There are two kitchens in which your group can work. Buffet tables will be set up to serve your meal. Please feel free to use the bar that adjoins the kitchen to set items that are individually packaged (salad dressings, drinks, etc.). We request you bring plates, napkins and cutlery with you. If you are not able to do so, please let us know ahead of time so we can provide those items. Our kitchens are fully stocked and you are welcome to use whatever you may need in preparing your meal.

Tables and chairs are available on the deck outside for a picnic style dinner if the weather permits.

Please note: Outdoor grilling is not permitted. You are welcome to bring electric grills to use in the kitchen area.

Clean up and leftovers

We ask that you stay and interact with our guests as well as clean up once dinner is finished. Please wipe off the stoves and the counters in the kitchen areas. If you have used any kitchenware, please place all of the items in our dishwasher and start the cycle.

Leftovers MUST be put in individual containers and marked with the date. We have foil, disposable pans, and plastic storage containers for any leftovers. We ask that you label any leftover food as "Help Yourself" with the serving date and place it in the help yourself refrigerator. Labels are provided. Family House is always full but some of our families are at the hospital during dinnertime. They come back to the House later in the evening and are often tired and hungry. Any leftovers from the dinner will not go to waste.

Should you prepare dishes that are not used during the meal and can be frozen to use later, please let the staff know so they can put them in the RFH freezer for a later meal.

Other important information

No alcohol may be brought into the Family House. This includes its use as a recipe ingredient.

There are no food restrictions. Ingredients do not need to be displayed, however, be prepared to verbally offer a list of ingredients in case of food sensitivities/allergies.

Everyone preparing food should use appropriate hygiene practices, and be free of any contagious illness. Remind all chefs to wash hands thoroughly and often.

Food safety gloves and masks are required when preparing and handling food. While you are welcome to bring in your own gloves are available in the Family House kitchens and masks are available at the front door of the House.

Please follow the food safety guidelines provided on the website below:

<https://www.fda.gov/downloads/Food/FoodborneIllnessContaminants/BuyStoreServeSafeFood/UCM440123.pdf>

Paper plates, paper bowls, paper dessert plates, cold drink cups, hot drink cups, plastic cutlery, individual drinks of any kind, and desserts of any kind are things we always need. We appreciate you bringing some or all of these supplies/food items when you come to prepare your meal for our families.

Disposable foil pans can buckle when being used to cook. Please use the metal pans available for reinforcement.

Although most groups prefer to prepare dinners on week nights; meals for our families can be served for breakfast, lunch or dinner. We are currently open 7 days a week 24 hours a day. Weekday dinners are normally served at the times listed above, and the weekend dinners are usually at 4pm. We can be flexible with dates and times to accommodate your group's schedule. **For weekend dinners, please prepare food for 30-35 people.**

There is a public restroom outside the lounge for use by members of your group while you are here. Additional restrooms are located on the first floor across from the elevators.

Please keep in mind that we have average sized kitchens and must limit workers to 6 at a time. You are welcome to have team members come in shifts to cook, serve, and clean up from the meal. We do have a piano in the lounge if any of your group plays. Feel free to bring other instruments and entertain our guests while they eat.

For more information please contact:

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