



# FOOD with friends

*“Home cooked food, conversation, friendship, and laughter”*

## DINNER GUIDELINES

Our Guest & Volunteer Manager will work with your group to provide all the information and guidance you need. A Port in the Storm staff member or volunteer will be present during meal preparation, service, and clean up. Your team will plan the menu, bring all the groceries needed, and prepare the meal in our kitchen. You will set it out, enjoy dinner with our guests, and clean up afterwards.

All of our guests are going through stressful times. We invite your team to join us in fostering an atmosphere of warmth and friendship.

### Your Team

We request that your team not exceed 4 people so that everyone preparing dinner can be comfortably accommodated in our kitchen.

All members must be free of contagious diseases. For more information, please see the Health Declaration on the Registration Form.

We are an alcohol-free facility, so we ask that your team not bring or consume alcohol while you are here.

### Planning

As an alternative to preparing a meal you can also arrange to have meals delivered from a restaurant or catering service. In every instance, the meals **MUST** be prepared in a commercial kitchen.

Your team should plan to have enough food to feed at least 10-12 people plus your team if they wish to eat with the guests. The Guest & Volunteer Manager will confirm the number

by email the week before so that you can adjust your plans if necessary.

Meals should consist of healthy food choices. Please send us one week before the event a list of the ingredients in each dish so that we can post it in advance.

### Preparing

Due to strict Health Regulations, all aspects of the meal preparation **MUST** be prepared in our kitchen. We cannot serve meals or foods that are prepared in a non-commercial kitchen.

Our kitchen is well equipped and stocked with all the cookware and utensils you will need. If you need a special piece of equipment, please call ahead to find out if we have it. If not, you will need to bring your own.

Dinner should be ready by 5:00 p.m. You will need to estimate how long meal preparation and cooking will take and set your arrival time accordingly.

### Serving

We will provide all serving dishes, plates, cutlery, etc.

Meals are set out buffet style. Plates will be made up and kept refrigerated for those guests who may not be back from the hospital until later in the evening.

### Clean-Up

We ask that your team stay to clean up, make up plates for late guests, and refrigerate any leftovers. All dishes are to be sanitized in the dishwasher. Your team should be free to leave by 6:30 p.m.

### Photographs

Please let us know if you wish to take photographs so that we can get permission from our guests beforehand. Otherwise, we would ask that you only take pictures of your team. We would be happy to receive copies of any photos you take. Please send them to: [admin@aportinthestorm.ca](mailto:admin@aportinthestorm.ca).

### Cancellation Policy

If your group is unable to fulfill its commitment, please let us know no later than one week prior to your scheduled dinner date. If you need to cancel on shorter notice, as an alternative please consider having food delivered such as pizza or sandwiches and soup. Remember these meals must be prepared in a commercial kitchen.

For further information about this opportunity or to book a date, please call or email:

Judy Zubriski, Guest & Volunteer Manager | P: (204) 231-0720 | F: (204) 594-6435 | [judy.zubriski@aportinthestorm.ca](mailto:judy.zubriski@aportinthestorm.ca)



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## FOOD HANDLING AND SAFETY

Many of our guests at A Port in the Storm have compromised immune systems which put them at risk for food-borne illnesses. These guidelines offer helpful advice on how to reduce the risk of food poisoning.

### Chill

**Chilling food properly is one of the most effective ways to reduce the risk of food-borne illness.**

Keep cold foods cold prior to preparation and when transporting them. Perishable foods that are normally in the refrigerator must be kept in an insulated cooler with freezer packs or blocks of ice to keep the temperature at or below 4°C / 40°F.

### Clean

**Frequent cleaning can keep harmful bacteria from spreading.**

Wash your hands with warm water and soap for at least 20 seconds before and after touching raw meat, poultry, fish, and seafood, or after using the bathroom.

Wash sinks, cutting boards, containers, dishes, utensils, and counter tops with hot soapy water containing sanitizer immediately after they have been in contact with raw meat, poultry, fish, seafood, and eggs. Sanitizer is available for your use in our kitchen along with spray bottles with a sanitizer solution. A dishwasher is also available.

Rubbing with your hands, rinse fresh fruits and vegetables – including those with skins and rinds that are not eaten – under cool running tap water.

Use a scrub brush on firm-skin fruits and vegetables such as carrots, potatoes, melons, and squash while rinsing under running tap water.

Avoid soaking fresh fruits and vegetables in a sink full of water. Sinks can contain bacteria that can be transferred to food.

Use only clean plates and utensils for ready-to-eat foods.

### Separate

**Keeping raw meat, poultry, and seafood, and their juices away from ready-to-eat foods helps to avoid cross-contamination.**

Use one cutting board for fresh produce and a separate one for raw meat, poultry, and seafood.

When you pack a cooler, wrap raw meats and poultry securely and put them on the bottom to prevent juices from dripping on other foods.

### Cook

**Improper heating or preparation of food means bacteria can survive.**

Colour is not a reliable indicator that the food is done. Use a digital food thermometer to measure the internal temperature of cooked foods. A Port in the Storm has a digital thermometer in our kitchen for your use.

### Safe internal temperatures are:

Ground beef, pork, veal, lamb.....	71°C/160°F
Ground turkey, chicken.....	74°C/165°F
Whole poultry.....	85°C/185°F
Poultry parts.....	74°C/165°F
Stuffing (cooked alone or in bird).....	74°C/165°F
Ham – fresh (raw).....	71°C/160°F
Ham – precooked (to reheat).....	60°C/140°F
Fish.....	70°C/158°F

Remove food from the heat and insert the digital food thermometer into the thickest part of the meat. Make sure it is inserted all the way to the middle and does not touch any bones.

For hamburgers, insert the digital food thermometer into the side of the patty, all the way to the middle.

When cooking several pieces of meat, make sure to check the internal temperature of the thickest pieces.

Be sure to clean the thermometer in warm soapy water between each temperature reading and with sanitizer during clean-up.

Hot foods must be kept at or above 60°C / 140°F. Bacteria can grow quickly between 4°C to 60°C / 40°F to 140°F.

### Leftovers

Quickly cool leftovers by putting them in shallow containers. Refrigerate as soon as possible or within 2 hours.



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## REGISTRATION FORM

**Name of Group:** \_\_\_\_\_

### MAIN CONTACT

Name: \_\_\_\_\_

Address, City, Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### SECONDARY CONTACT

Name: \_\_\_\_\_

Address, City, Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### Meal Plan:

Our proposed menu is:

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### Health Declaration:

I / we understand that many guests of A Port in the Storm have compromised immune systems, which makes them especially susceptible to the transmission of viral and bacterial infections. As a result, no member of our group will participate in the preparation or serving of this meal if they have been exposed to chicken pox, measles, tuberculosis, or shingles within three weeks prior to our visit, or if they are coughing or sneezing, have a sore throat, fever, runny nose, diarrhea, or vomiting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once completed, please return this form to: Judy Zubriski, Guest & Volunteer Manager**

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