

# Nicholas House, Inc.

## Dinner Volunteer Guidelines



### Plan Ahead

- All dinner coordinators for groups must contact Norma Nyhoff at [nnyhoff@nicholashouse.org](mailto:nnyhoff@nicholashouse.org) to set the date(s) their group will serve dinner.
- A week before your group is scheduled to serve, call the Boulevard house location (404-622-0793) to get an actual resident count for adults and children. Nicholas House has 12 families, approximately 50 residents. Keep in mind; some residents do come in later, as they may be working or at school. If you have leftovers they will be eaten upon their return to the house.
- **Call our office (at the same number listed above) on the actual day you are to serve dinner by 4:00 p.m. to alert the staff of your expected time of arrival.**

### When to Get There

- Volunteers may set up and cook the evening's meal after 4:30 p.m., or bring pre-cooked meals and warm them up in the kitchen.
- Dinner is served promptly at 6:30 p.m. Volunteers are expected to be on site by 6:00 p.m. and serving usually ends around 7:15 p.m.

### What to Bring

- Evening meals consist of a main dish (meat/fish), vegetable, salad, bread, dessert, and beverage (iced-tea, lemonade, milk, juice, soft drinks).
- There is an ice machine in the kitchen
- Nicholas House provides cookware. Please bring disposable cups, plates, cutlery and napkins.

### Clean Up

- Residents are responsible for cleaning their dishes and their tables.
- After your group leaves, residents clean the dishes and the kitchen.

### Safety

- The State Health Department requires:
  1. Immediate hand-washing as you enter the kitchen
  2. Hair nets and gloves worn at all times (provided by NHI)
  3. No "taste-testing" of menu items
  4. Care that food be fresh and properly cooked
  5. Children under the age of 15 must stay in the dining area and are not permitted in the kitchen. Contact volunteer coordinator for options for younger children.

### Other Important Items

- Please make sure your group consists of no more than **8 volunteers**.
- The evening programs coordinator is on duty to assist your group with questions, equipment and other needs.
- Feel free to talk to residents and spend time visiting. Please be respectful of their privacy.
- Please refrain from taking any pictures. You may take them of your group, but not of the children and their families. If you would like pictures of families please contact the volunteer coordinator.
- Please do not walk around the house without a staff person.

Thank you so much for your time and commitment to our families!

Norma V. Nyhoff  
404-622-0793 x106  
[nnyhoff@nicholashouse.org](mailto:nnyhoff@nicholashouse.org)

**Boulevard Location**  
**830 Boulevard, SE**  
**Atlanta, GA 30312**