

Emergency Shelter: Meal Provider FAQ

Every day, Housing Forward provides three meals a day to the 20 guests staying at our Emergency Overnight Shelter at the former St. Catherine-St. Lucy Rectory. That is more than 21,000 meals every year! To meet this need, we rely on the support and generosity of community organizations and volunteer groups. We have developed a variety of meal provision options for groups and budgets both large and small.

MEAL PROVIDERS are separate from Evening/Breakfast HOST(S). If you are interested in SERVING your meal, please ALSO sign up to be a HOST. Up to two people can host breakfast, and up to three can host dinner.

How many meals should be provided?

20

Am I responsible for serving and eating utensils (including plates, napkins, cups), or just food? What about drinks and condiments?

It is not necessary to provide serving and eating utensils. Please provide all food items needed for the meal, including condiments (e.g. ketchup/salad dressing) and drinks (bottled water, jugs of lemonade/juice, or similar).

Can I cook onsite?

Our current kitchen is small and not outfitted for cooking, so food should be prepared offsite and delivered to the shelter ready to eat prior to mealtime.

Do meals need to be individually packaged?

The site allows for buffet serving, so breakfast and dinner can be delivered for buffet-style service.

What time does food need to be delivered?

Because many clients leave early in the morning, breakfast should be delivered the night before between 7:00 – 8:00 pm. Dinner should be dropped off between 7:00 – 7:30 pm

How do I enter the building? Where do I park?

The shelter is located at **38 North Austin Blvd** in the former rectory of St. Catherine-St. Lucy Catholic church. Parking is adjacent to the building on the south side, entering from Austin. The shelter entrance is in the southwest corner of the building (not the front door facing Austin). There is a bell at the door to signal the Shelter Manager when you arrive.

What happens to leftovers?

They are stored and reheated for the next day. Please provide food in containers that allow for reheating (like aluminum foil).

What happens if my group is unable to fulfill its commitment or is running late?

Please reach out to Shelter Manager, Vivian Lott (vlott@housingforward.org) or call (708) 603-5506 as soon as possible so she can make alternative accommodations.

How many lunches should be provided?

20

What should be included in each lunch?

Sandwich, fruit, chips, water, and dessert (bar/cookie/candy). Water is preferred. Please provide napkins. This bagged lunch that guests will take with them when they leave in the morning and will be the only meal they'll have until they return to shelter in the evening.

What is acceptable packaging?

Each lunch needs to be individually bagged.

When must lunches be delivered?

Lunches should be dropped off the night before consumption (between 7:00 – 8:00 pm) because some clients need to leave early in the morning.

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