

## Central Iowa Shelter & Services

### Overview

Since 1992 Central Iowa Shelter & Services' mission is to provide free shelter and meals to homeless adults regardless of physical or emotional conditions, and to facilitate their move toward self-sufficiency.

Each year approximately 2,000 homeless men and women receive emergency shelter and supportive services to help them move beyond homelessness.

In September 2012, CISS opened its new facility. The facility grew from being 8,000 square feet and 96 beds to 207 beds and 42,000 square feet. It is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); and 38 Project Based Section 8 Voucher efficiency apartments. Along with expanded housing capacity, CISS also provides an on-site health clinic, food pantry, clothing closet and classroom.

All guests and residents are provided evening and breakfast meals; access to shower and laundry facilities, a daily medical clinic, and a bi-weekly dental clinic. They also have access to group counseling as well as individualized case management, life skills instruction, and referrals to other community services/benefits.

Plymouth, along with other churches in the community has supported Central Iowa Shelter & Services since it opened in 1992, under its original name of Churches United Shelter. Plymouth has committed to provide and serve dinner at the Shelter on the 26<sup>th</sup> and 27<sup>th</sup> of each month. Since moving to the new site on Mulberry Street, the number of clients served per night has risen to approximately 250 people and even higher in dangerously cold or inclement weather.

The following pages provide general information about the Shelter, photographs, and recipes for 250 people.

### **Contact information for Central Iowa Shelter & Services is:**

1420 Mulberry Street  
Des Moines, IA 50309  
515 284-5719



## Central Iowa Shelter & Services (CISS)

### Serving Information

1. Plan on serving 250 people
2. Dinner service begins at 6:30 pm. This can be slightly earlier if the group and food is ready prior to this time.
3. The group serving the meal may use the CISS kitchen to prepare their food any7 time after 3 pm.
4. Everyone should be served once before seconds and / or thirds are served.
5. CISS will provide dishwashers and a kitchen clean-up crew. Dishwashers will wash any dishes, pots, or pans brought to them.
6. Groups no longer need to bring paper products. CISS will provide reusable plates, bowls, cups and glasses. CISS will provide plastic silverware, however, if the groups want to donate plastic silverware they are more than welcome.
7. Food will be placed on plastic trays and handed to the clients. Guests must use a new tray if they go through the food line to get a second helping.
8. Clients participating in the First Work Program are the first to go through the food line. Staff will monitor this closely. After the First Work Group has obtained their food, those with disabilities will be served at their table if they aren't able to stand for any length of time or unable to carry their tray. Staff will also monitor this closely.
9. Meals should be reserved for staff and placed in the warmer. Unless told otherwise, six meals for staff should be prepared.
10. Leftovers – The staff will decide how they want to store any left-over food.
11. Lemonade – Groups that *wish* to continue serving lemonade or Kool-Aid will find a 5-gallon pitcher in the kitchen they can use.
12. The first time a group serves a meal, CISS will provide a kitchen coordinator/helper to assist with meal preparation and provide instruction on how the food is served.
13. There are machines in the dining hall with pop which can be purchased for \$.75, water and ice for the client's use.

14. Kitchen volunteers should drive around to the back of the building and park near the door that says "Kitchen Entrance."
15. Ring the buzzer at the back door and the kitchen manager or other staff will let you in.
16. There will be large carts available to transport food or supplies from your car to the kitchen.
17. Parking is available at the rear of the building or on the West side of the building.
18. Volunteer sign-in sheets are available, if hours need to be tracked for any reason.
19. Kitchen Manager's name is DJ (as of February 2014).
20. Recommendations for meal:
  - a) Main dish (with protein)
  - b) Side Dish (salad, fruit, vegetable)
  - c) Bread (nice to have; typically, there are plenty of bread products at the Shelter)
  - d) Dessert (nice to have)
  - e) Beverages (milk and coffee provided by Shelter)

**Kitchen Provisions:** The kitchen includes the following items for prep, food storage and service.

See the pictures below:

- Walk in Freezer and Walk in Refrigerator
- Ice Machine
- 4 burner Stove with 2 ovens
- 2 Convection Ovens
- Grill
- 2 Deep Fryers
- Hot Box – Keeps hot dishes warm
- Restaurant Style Coffee Machines and Coffee Pots
- 2 Large Prep tables
- Pots and Pans and chaffing dishes (same as before)
- Hot and cold serving stations along serving window
- Reusable trays, bowls and glasses
- Dishwashing machine

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## **Miscellaneous Tips**

1. The meal does not and should not be extravagant. Use this recipe book to help you plan your meal or use some of your favorite recipes adjusted to serve 250 people. There needs to be a couple of items served along with the main dish. Examples of side dishes might be a vegetable, salad, bread, etc.
2. Meals can be prepared one of two ways: At home and then warmed at the Shelter or prepared entirely at the Shelter. Making the meal at home is easy, using large Sam's or Wal-Mart disposable aluminum pans and then transporting them to the Shelter. They can be placed in the oven for quick re-heating. However, if you and your group prefer, you can use the shelter kitchen to prepare the entire meal. If you need large disposable aluminum pans, check with the Shelter ahead of time because they usually have some you can use.
3. If several families/groups make the dinners at home, make sure every family makes the same thing.
4. The staff at the Shelter is very helpful and will answer your questions and provide whatever help you need.
5. This is a great experience and kids are welcome to participate. Depending on their age, they can actually serve the meal, with the adults remaining in the background. If it is a group of high-school students who are serving, at least one or two parents or adults need to be present, as it provides awareness of adult supervision to the residents.
6. Those serving the meal should pour the water and milk into cups before the meal starts. The drinks can be set up on the table right outside the east door of the kitchen. Do not let diners pour their own drinks.
7. The coffee will be served from commercial pots/carafes on a cart at the end of the drink table. Cream and sugar are available.
8. When you shop, helpful measurements are:
  - a. 1 pint = 16 ounces; 1 quart = 32 ounces; 1 gallon = 128 ounces
  - b. 1 pound = 16 ounces; 5 pounds = 80 ounces; 10 pounds = 160 ounces
  - c. Small can of soup = 10.75 ounces / Large can = 26 ounces
  - d. See the following page for Guide to Common Can Sizes (and equivalence) and Liquid Measurement Conversion Chart

## GUIDE TO COMMON CAN SIZES

6 oz. (.177 lt.)	Approximately $\frac{3}{4}$ cup 6 fluid ounces	Used for frozen concentrated juices and individual servings of single strength juices.
8 oz. (227 g.)	Approximately 1 cup 7-3/4 fluid ounces	Used mainly in metropolitan Areas for most fruits, vegetables, and specialty items.
No 1 (Picnic)	Approximately 1 1/4 cups 10 $\frac{1}{2}$ ounces / 9 1/2 fluid ounces	Used for condensed soups. Some fruits, vegetables, meat products.
No 300 (439 g.)	Approximately 1-3/4 cups 15 $\frac{1}{2}$ ounces / 13 $\frac{1}{2}$ fluid ounces	For specialty items such as pork and beans. Spaghetti, macaroni, chili, date and nut bread. Also a variety of fruits: i.e., cranberry sauce.
No. 303 (454 g.)	Approximately 2 cups 1 pound/ 16 fluid ounces	Used extensively for vegetables; plus fruits such as sweet and sour cherries, fruit cocktail, apple sauce.
No. 2 (567 g.)	Approximately 2 $\frac{1}{2}$ cups 1 lb. 4 oz / 1 pt. 2 fl. oz.	Used for vegetables, many fruits and juices.
No. 2 $\frac{1}{2}$ (822 g.)	Approximately 3 $\frac{1}{2}$ cups 1 lb. 13 oz. / 1 pt. 10 fl. Oz	Used principally for fruits such as peaches, pears, plums and fruit cocktail; plus vegetables such as tomatoes, sauerkraut.
46 oz. (1.36 lt.)	Approximately 5-3/4 cups 46 ounces / 1qt. 14fl. Oz	Used almost exclusively for juices, also for whole chicken.
No. 10 (2977 g.)	Approximately 12 cups 6 lbs. 9 oz. / quarts	So called "institutional" or "restaurant" size for most fruits and vegetables. Stocked by some retail stores.



Liquid Measure Conversion				
			1/2 fl oz =	1 tbsp = 3 tsp
		1/8 cup	1 fl oz	2 tbsp 6 tsp
		1/4 cup	2 fl oz	4 tbsp 12 tsp
		1/2 cup	4 fl oz	8 tbsp 24 tsp
	1/4 qt	1/2 pt	1 cup	8 fl oz
	1/2 qt	1 pt	2 cups	16 fl oz
1/4 gal	1 qt	2 pt	4 cups	32 fl oz
1/2 gal	2 qt	4 pt	8 cups	64 fl oz
1 gal	4 qt	8 pt	16 cups	128 fl oz

### Recipes to Serve 250

#### Tater Tot Casserole

53 pounds ground beef

5 ½ gallons cream of chicken soup

16 onions, chopped

70 pounds frozen potato rounds

140 cups frozen mixed vegetables

Preheat oven to 375 degrees F. Spray large disposable aluminum pans with cooking spray.

Spread hamburger into bottom of pan, covering entire bottom, gently tamping beef down. Sprinkle with diced onions. Layer frozen veggies as next layer. Cover with the soup, straight from the can, carefully spreading with spatula to cover entirely. Layer tater tots on top, covering entire top. Bake at 375 degrees F for about 90 minutes or until hamburger is done. Check after 60 minutes; if tots are getting too brown, turn down to 350 degrees F.

Serve with fruit salad, fresh fruit, or fruit cocktail\* and bread.

\*Fruit Cocktail in the commercial size cans (106 ounces) would serve 26-four ounce servings or 35-three ounce servings.

#### Hamburger Stew

50 pounds potatoes, peeled and diced

134 ounces cream of chicken soup

35 ½ pounds hamburger, browned

5 large cans)

18 pounds of carrots, diced

134 ounces cream of celery soup

2 large bunches of celery, diced

(5 large cans)

157 ounces cream of mushroom soup

Milk (not skim) for desired thicknes

(6 large cans)

Cook potatoes, carrots and celery first until they are firm but not mushy. Add all the rest of the ingredients in roaster pans and mix well. Season with salt and pepper. Heat thoroughly.

Serving Suggestion: Serve with bread and salad

### **Chicken Pot Pie**

The meat from 16 chickens	50 regular sized (15oz) cans or 45
52 small cans or 21 ½ large cans (559 ounces)	pounds frozen mixed vegetables. I
cream of celery or chicken soup	30 Pie crust packs, 2 per pack
2 large cans (30 ounces) chicken broth	

Cook the meat at home and freeze it. Instead of using chicken broth in the sauce, use the juice from the vegetables. Mix the veggies and cream soups together and divide among the heavy aluminum pans, with the chicken divided in the bottom of the pans. If it looks too dry, add some chicken broth and pour over the top. Place the pie crusts on top, cutting to fit. You don't need to make it look pretty; just try to get most of the top covered. Bake at 375 for 90 minutes or until the tops turn brown. As the chicken is cooked, it is a matter of warming up and toasting the pie topping.

Serve with fruit salad and bread

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### **Hamburger Noodle Bake**

29 pounds hamburger	2 gallons + 1-64 ounce can whole tomatoes
18 (1 pound) packages of egg noodles	156 ounces (6 large cans) of cream of
12 medium onions, chopped	mushroom soup
2 large bunches of celery, chopped	

Cook noodles to tender. Brown hamburger, onions and celery. Mix in tomatoes and soup. Pour sauce over noodles. Bake 1½ hours at 350 degrees.

Serving Suggestion: Serve with bread and fruit



### **Easy Sloppy Joe's**

62 pounds hamburger	7 ½ cups brown sugar
3 ½ gallons (442 ounces) chili sauce	350 Kaiser rolls (split)

Cook hamburger until browned. Stir in chili sauce and brown sugar. Season with salt and pepper to taste. Cook 2 minutes or until heated through. Spoon onto rolls.

Suggested Serving: Carrot sticks, fruit, chips

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### **Ham and Broccoli Casserole**

6.5 pounds chopped frozen broccoli	5-26 ounce cans cream of celery soup
10 medium onions, chopped	6 ¼ cups milk (not skim)
2 cup butter	10 ½ pounds cooked ham, diced
14 ½ cups raw rice	12 ½ pounds shredded American or cheddar cheese
10 tsp. (3 1/3 T) Worcestershire sauce	
5- 26 ounce cans cream of chicken soup	

Cook broccoli slightly. Sauté onions in cup butter. Cook rice according to directions. Mix together Worcestershire sauce, soups, and milk. Add ham and cheese to soup mixture. Mix all ingredients together. Bake at 350 degrees for 2 hours. Farmland makes a whole 5 pound ham for around \$10.

Serving Suggestion: Serve with salad\* and bread

\*Salad for 250 is 10 large bags (Sam's-size) salad and one gallon of Italian salad dressing. Mix the salad and dressing and serve.

**Meat Loaf**

44 pounds ground beef	3 T ginger
10 pounds ground pork	40 cups cracker crumbs
½ cup salt	9 qt milk (not skim)
3 T pepper	40 eggs (3 dozen + 4)

Combine all ingredients well and pack into large loaf pans. Cook at 350 degrees for approximately 60-90 minutes or until done.

*Serving Suggestion: Serve with a vegetable and bread*

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**Rice Casserole**

25 pounds hamburger	6 gallons water
36 cups (4 ½ qt) celery, chopped	1 large bottle soy sauce
6 pounds onions, chopped	10 cans mushrooms, drained
12 cups raw rice	10 packages chow mein noodles
10-26 ounce cans cream of mushroom soup	

Brown hamburger, celery and onions together. Mix all together and heat thoroughly. Add 10 packages of chow mien noodles 20 or 30 minutes before serving.

*Serving Suggestion: Serve with salad and bread*

**Bake Pasta**

20 pounds hamburger	8 gallons pasta sauce
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water just until moistened. Spread on top of chicken mixture. Bake for 30 minutes or until heated through.

Serving Suggestion: Serve with salad and bread

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### **Au Gratin Potatoes**

10 pounds ham (whole)

5 qt milk (not skim)

40 boxes of Betty Crocker Au Gratin

5 cups margarine

potatoes: Value Size

8 pounds shredded cheddar cheese

15 qt boiling water

Make potatoes according to package directions. Dice ham and add to potatoes. Top with cheese. Baking time will need to be adjusted for large pans (approximately 45 – 60 minutes). Farmland makes a whole 5 pound ham for less than \$10.

Serving Suggestion: Fruit and bread