

CONRAD CENTER COOKING GUIDELINES & INFORMATION

Thank you for assisting Freedom House in serving hot, nutritious meals to those in our community who otherwise might have to go without an evening meal. Below is information you'll need as a volunteer and some basic guidelines to follow while serving. If you should have any questions or concerns while serving, please see one of the staff members on duty.

Dinners prepared for serving should be brought to our new facility located at 1400 Oliver Hill Way (zip code 23219). We have a special entrance for those delivering meals. Although the directions tell you to go past the building to the parking lot entrance, those delivery meals should take the entrance just before the building marked for deliveries. After entering the parking lot, go to the end of the building and take a left under the covered entrance. Ring the doorbell at the double doors and the kitchen staff will help you bring in the food. If no one answers the door, please call 225.1853 to let them know you are outside.

Please bring food by 1:00 p.m. on the day your group is scheduled. If you are going to be late, please call The Conrad Center at 225.1853 or call Theo Woodson, the program director, at 218.2369. It takes several hours for us to purchase and prepare a meal at the last minute. You may also bring in the meal one day early between 11:00 a.m. and 1:00 p.m.

There are several ways to bring food in: (listed in order of preference!)

- Totally prepared and hot. This is best, since all the staff will need to do is keep it hot until serving.
- Prepared, frozen earlier and partially thawed. The staff will be able to finish thawing and heating it. Please do not bring food that is frozen solid. There is not enough time to fully cook the food if it is frozen.

If you are unable to prepare the meal on your assigned night, please contact a staff person or Theo Woodson at the numbers listed above.

No cameras are allowed. We try to protect the privacy of our guests at all times.

Incident Weather: If you find that your group cannot come to serve the evening meal on your scheduled day due to bad weather, please call The Conrad Center at 225.1853 or call Theo Woodson at 218-2369 to let the staff know as soon as possible so other arrangements can be made.

**Should have any questions prior to your cooking date,
please call Christy Ellis, Director of Community Resources,
at 233.4064 ext. 209 or via email at cellis@freedomhouserichmond.org.**

**DIRECTIONS TO THE CONRAD CENTER
1400 OLIVER HILL WAY
RICHMOND, VA 23219
804.225.1853**

From Points North:

Take 95 South to downtown Richmond. Take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17th Street Farmer's Market (on your left) to the next stoplight and turn left onto 18th Street. Go straight on 18th Street. When you get to the corner of Broad Street and 18th Street, stay in the middle lane to continue straight on 18th Street. After passing the McDonald's on the corner, stay on 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points South:

Take 95 North to downtown Richmond. Take the Broad Street East exit. The ramp exits onto Oliver Hill Way (formerly 17th Street), which is one-way South at this point. Follow it two blocks to the first traffic light, which is Broad Street. Turn left and go one block to the next stoplight, which is 18th Street (there is a McDonald's on the corner). Turn left onto 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points West:

Take 64 East until it merges with 95 South. Take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17th Street Farmer's Market (on your left) to the next stoplight and turn left onto 18th Street. Go straight on 18th Street. When you get to the corner of Broad Street and 18th Street, stay in the middle lane to continue straight on 18th Street. After passing the McDonald's on the corner, stay on 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points East:

Take 64 West. When crossing the Shockoe Valley Bridge get in the left lane. After the bridge, you will take Exit 190 on the left and merge onto Interstate 95 South. After merging onto 95S stay in the right lane because you will take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17th Street Farmer's Market (on your left) to the next stoplight and turn left onto 18th Street. Go straight on 18th Street. When you get to the corner of Broad Street and 18th Street, stay in the middle lane to continue straight on 18th Street. After passing the McDonald's on the corner, stay on 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 NEEDS TO BE FILLED	2
3	4 Church of The Epiphany	5 St. Bridget's Catholic Church	6 St. Edward's Catholic Church	7 NEEDS TO BE FILLED	8 Church of The Epiphany	9
10	11 Church of The Epiphany	12 St. Mary's Hospital	13 Mechanicsville Christian	14 Bon Air Presbyterian	15 NEEDS TO BE FILLED	16
17	18 Fairmont Christian	19 St. James Episcopal Church	20 Twin Oaks	21 Church of The Epiphany	22 NEEDS TO BE FILLED	23
24	25 St. Michael's Episcopal	26 St. James Episcopal Church	27 Church of The Epiphany	28 Patterson Avenue Seventh Day Adventist	29 NEEDS TO BE FILLED	30
31						

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Church of The Epiphany	2 St. Bridget's Catholic Church	3 St. Edward's Catholic Church	4 NEEDS TO BE FILLED	5 NEEDS TO BE FILLED	6
7	8 Church of The Epiphany	9 St. Mary's Hospital	10 NEEDS TO BE FILLED	11 Bon Air Presbyterian	12 Church of The Epiphany	13
14	15 Fairmont Christian	16 St. James Episcopal Church	17 Twin Oaks	18 Church of The Epiphany	19 James River Petroleum	20
21	22 St. Michael's Episcopal	23 St. James Episcopal Church	24 Church of The Epiphany	25 NEEDS TO BE FILLED	26 NEEDS TO BE FILLED	27
28						

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i> Church of The Epiphany	<i>2</i> St. Bridget's Catholic Church	<i>3</i> St. Edward's Catholic Church	<i>4</i> NEEDS TO BE FILLED	<i>5</i> NEEDS TO BE FILLED	<i>6</i>
<i>7</i>	<i>8</i> Church of The Epiphany	<i>9</i> St. Mary's Hospital	<i>10</i> Mechanicsville Christian	<i>11</i> Bon Air Presbyterian	<i>12</i> Church of The Epiphany	<i>13</i>
<i>14</i>	<i>15</i> Fairmont Christian	<i>16</i> St. James Episcopal Church	<i>17</i> Twin Oaks	<i>18</i> Church of The Epiphany	<i>19</i> NEEDS TO BE FILLED	<i>20</i>
<i>21</i>	<i>22</i> St. Michael's Episcopal	<i>23</i> St. James Episcopal Church	<i>24</i> Church of The Epiphany	<i>25</i> NEEDS TO BE FILLED	<i>26</i> NEEDS TO BE FILLED	<i>27</i>
<i>28</i>	<i>29</i> Southminster Presbyterian	<i>30</i> NEEDS TO BE FILLED	<i>31</i> NEEDS TO BE FILLED			

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NEEDS TO BE FILLED	2 NEEDS TO BE FILLED	3
4	5 Church of The Epiphany	6 St. Bridget's Catholic Church	7 St. Edward's Catholic Church	8 Bon Air Presbyterian	9 Church of The Epiphany	10
11	12 Church of The Epiphany	13 St. Mary's Hospital	14 NEEDS TO BE FILLED	15 Church of The Epiphany	16 NEEDS TO BE FILLED	17
18	19 Fairmont Christian	20 St. James Episcopal Church	21 Twin Oaks	22 Patterson Avenue Seventh Day Adventist	23 NEEDS TO BE FILLED	24
25	26 St. Michael's Episcopal	27 St. James Episcopal Church	28 Church of The Epiphany	29 Southminster Presbyterian	30 NEEDS TO BE FILLED	

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1</i>
<i>2</i>	<i>3</i> Church of The Epiphany	<i>4</i> St. Bridget's Catholic Church	<i>5</i> St. Edward's Catholic Church	<i>6</i> NEEDS TO BE FILLED	<i>7</i> NEEDS TO BE FILLED	<i>8</i>
<i>9</i>	<i>10</i> Church of The Epiphany	<i>11</i> St. Mary's Hospital	<i>12</i> Mechanicsville Christian	<i>13</i> Bon Air Presbyterian	<i>14</i> Church of The Epiphany	<i>15</i>
<i>16</i>	<i>17</i> Fairmont Christian	<i>18</i> St. James Episcopal Church	<i>19</i> Twin Oaks	<i>20</i> Church of The Epiphany	<i>21</i> NEEDS TO BE FILLED	<i>22</i>
<i>23</i>	<i>24</i> St. Michael's Episcopal	<i>25</i> St. James Episcopal Church	<i>26</i> Church of The Epiphany	<i>27</i> NEEDS TO BE FILLED	<i>28</i> NEEDS TO BE FILLED	<i>29</i>
<i>30</i>	<i>31</i> Southminster Presbyterian					

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1</i> St. Bridget's Catholic Church	<i>2</i> St. Edward's Catholic Church	<i>3</i> NEEDS TO BE FILLED	<i>4</i> NEEDS TO BE FILLED	<i>5</i>
<i>6</i>	<i>7</i> Church of The Epiphany	<i>8</i> St. Mary's Hospital	<i>9</i> NEEDS TO BE FILLED	<i>10</i> Bon Air Presbyterian	<i>11</i> Church of The Epiphany	<i>12</i>
<i>13</i>	<i>14</i> Church of The Epiphany	<i>15</i> St. James Episcopal Church	<i>16</i> Twin Oaks	<i>17</i> Church of The Epiphany	<i>18</i> NEEDS TO BE FILLED	<i>19</i>
<i>20</i>	<i>21</i> Fairmont Christian	<i>22</i> St. James Episcopal Church	<i>23</i> Church of The Epiphany	<i>24</i> NEEDS TO BE FILLED	<i>25</i> NEEDS TO BE FILLED	<i>26</i>
<i>27</i>	<i>28</i> St. Michael's Episcopal	<i>29</i> NEEDS TO BE FILLED	<i>30</i> NEEDS TO BE FILLED			

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NEEDS TO BE FILLED	2 NEEDS TO BE FILLED	3
4	5 Church of The Epiphany	6 St. Bridget's Catholic Church	7 St. Edward's Catholic Church	8 Bon Air Presbyterian	9 Church of The Epiphany	10
11	12 Church of The Epiphany	13 St. Mary's Hospital	14 Mechanicsville Christian	15 Church of The Epiphany	16 NEEDS TO BE FILLED	17
18	19 Fairmont Christian	20 St. James Episcopal Church	21 Twin Oaks	22 Patterson Avenue Seventh Day Adventist	23 NEEDS TO BE FILLED	24
25	26 St. Michael's Episcopal	27 St. James Episcopal Church	28 Church of The Epiphany	29 Southminster Presbyterian	30 NEEDS TO BE FILLED	31

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>1</i>	<i>2</i> Church of The Epiphany	<i>3</i> St. Bridget's Catholic Church	<i>4</i> St. Edward's Catholic Church	<i>5</i> NEEDS TO BE FILLED	<i>6</i> NEEDS TO BE FILLED	<i>7</i>
<i>8</i>	<i>9</i> Church of The Epiphany	<i>10</i> St. Mary's Hospital	<i>11</i> NEEDS TO BE FILLED	<i>12</i> Bon Air Presbyterian	<i>13</i> Church of The Epiphany	<i>14</i>
<i>15</i>	<i>16</i> Fairmont Christian	<i>17</i> St. James Episcopal Church	<i>18</i> Twin Oaks	<i>19</i> Church of The Epiphany	<i>20</i> NEEDS TO BE FILLED	<i>21</i>
<i>22</i>	<i>23</i> St. Michael's Episcopal	<i>24</i> St. James Episcopal Church	<i>25</i> Church of The Epiphany	<i>26</i> NEEDS TO BE FILLED	<i>27</i> NEEDS TO BE FILLED	<i>28</i>
<i>29</i>	<i>30</i> Southminster Presbyterian	<i>31</i> NEEDS TO BE FILLED				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> St. Edward's Catholic Church	<i>2</i> NEEDS TO BE FILLED	<i>3</i> NEEDS TO BE FILLED	<i>4</i>
<i>5</i>	<i>6</i> Church of The Epiphany	<i>7</i> St. Bridget's Catholic Church	<i>8</i> Mechanicsville Christian	<i>9</i> Bon Air Presbyterian	<i>10</i> Church of The Epiphany	<i>11</i>
<i>12</i>	<i>13</i> Church of The Epiphany	<i>14</i> St. Mary's Hospital	<i>15</i> Twin Oaks	<i>16</i> Church of The Epiphany	<i>17</i> NEEDS TO BE FILLED	<i>18</i>
<i>19</i>	<i>20</i> Fairmont Christian	<i>21</i> St. James Episcopal Church	<i>22</i> Church of The Epiphany	<i>23</i> NEEDS TO BE FILLED	<i>24</i> NEEDS TO BE FILLED	<i>25</i>
<i>26</i>	<i>27</i> St. Michael's Episcopal	<i>28</i> St. James Episcopal Church	<i>29</i> NEEDS TO BE FILLED	<i>30</i> Southminster Presbyterian		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 NEEDS TO BE FILLED	2
3	4 Church of The Epiphany	5 St. Bridget's Catholic Church	6 St. Edward's Catholic Church	7 NEEDS TO BE FILLED	8 Church of The Epiphany	9
10	11 Church of The Epiphany	12 St. Mary's Hospital	13 NEEDS TO BE FILLED	14 Bon Air Presbyterian	15 NEEDS TO BE FILLED	16
17	18 Fairmont Christian	19 St. James Episcopal Church	20 Twin Oaks	21 Church of The Epiphany	22 NEEDS TO BE FILLED	23
24	25 St. Michael's Episcopal	26 St. James Episcopal Church	27 Church of The Epiphany	28 Patterson Avenue Seventh Day Adventist	29 NEEDS TO BE FILLED	30
31						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i> Church of The Epiphany	<i>2</i> St. Bridget's Catholic Church	<i>3</i> St. Edward's Catholic Church	<i>4</i> NEEDS TO BE FILLED	<i>5</i> NEEDS TO BE FILLED	<i>6</i>
<i>7</i>	<i>8</i> Church of The Epiphany	<i>9</i> St. Mary's Hospital	<i>10</i> Mechanicsville Christian	<i>11</i> Bon Air Presbyterian	<i>12</i> Church of The Epiphany	<i>13</i>
<i>14</i>	<i>15</i> Fairmont Christian	<i>16</i> St. James Episcopal Church	<i>17</i> Twin Oaks	<i>18</i> Church of The Epiphany	<i>19</i> NEEDS TO BE FILLED	<i>20</i>
<i>21</i>	<i>22</i> St. Michael's Episcopal	<i>23</i> St. James Episcopal Church	<i>24</i> Church of The Epiphany	<i>25</i> NEEDS TO BE FILLED	<i>26</i> NEEDS TO BE FILLED	<i>27</i>
<i>28</i>	<i>29</i> Southminster Presbyterian	<i>30</i> NEEDS TO BE FILLED				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> St. Edward's Catholic Church	<i>2</i> NEEDS TO BE FILLED	<i>3</i> NEEDS TO BE FILLED	<i>4</i>
<i>5</i>	<i>6</i> Church of The Epiphany	<i>7</i> St. Bridget's Catholic Church	<i>8</i> NEEDS TO BE FILLED	<i>9</i> Bon Air Presbyterian	<i>10</i> Church of The Epiphany	<i>11</i>
<i>12</i>	<i>13</i> Church of The Epiphany	<i>14</i> St. Mary's Hospital	<i>15</i> Twin Oaks	<i>16</i> Church of The Epiphany	<i>17</i> NEEDS TO BE FILLED	<i>18</i>
<i>19</i>	<i>20</i> Fairmont Christian	<i>21</i> St. James Episcopal Church	<i>22</i> Church of The Epiphany	<i>23</i> NEEDS TO BE FILLED	<i>24</i> NEEDS TO BE FILLED	<i>25</i>
<i>26</i>	<i>27</i> St. Michael's Episcopal	<i>28</i> St. James Episcopal Church	<i>29</i> NEEDS TO BE FILLED	<i>30</i> Southminster Presbyterian	<i>31</i> NEEDS TO BE FILLED	