

City of West Covina
Community Services Department
Senior Center
Congregate Meal Program

This program is supported by Federal funding through the Los Angeles County Area Agency on Aging and is administered by the City of West Covina.

Program is partially funded by the Community Development Block Grant.

FOOD TAKE-OUT POLICY

- Food must be eaten at the site, meals should not be taken out.
- Staff will not provide bowls, containers or bags to take food home.
- Participants are discouraged from bringing own food containers from home. If you choose to do so after your food has been served to you, **YOU DO SO AT YOUR OWN RISK!**
- Employees, Volunteers or participants may not take unserved leftover food from this facility.
- If food is leftover after all seniors, volunteers and guests are served, it may be offered as seconds or discarded. Seconds must be eaten at the congregate site and must not be taken home.

GENERAL POLICIES AND PROCUDURES

- No reservations required, lunch is served on a first-come, first-serve basis to the first 150 participants.
- The suggested donation for lunch is \$2 for those ages 60 years and older. For guests under 60 years of age, the fee is \$4 and \$3 for disabled.
- Participants must be present to receive a ticket number and sign-in. If disabled and need assistance signing-in, please see staff.
- Participant must sign in at the Nutrition sign-in desk when their ticket number has been called.
- Lunch check-in time is no later than 11:15 am - **No Exceptions! Meal ticket numbers will not be honored after 11:30 am and a meal is not guaranteed.**
- Everyone must be seated during serving time.
- Once all meal tickets have been distributed, a waitlist will be established. If meals are leftover, those on the waitlist will be served in waitlist number order.
- Only seven (7) participants allowed to be seated per table.
- Chairs need to remain at the designated tables. Please do not remove chairs without staff assistance.
- No reserving seats. All seats are on a first-come, first-serve basis.
- Maximum of 20 salads are allotted per day. Salads must be ordered no later than 10:30 am. Salads are not available on special menu days.
- The menu is subject to change without notice.

If you have any questions, please call (626) 331-5366.