

PICKUP SITE INSTRUCTIONS



Your Local Meals on Wheels Organization

Levy Center

300 Dodge Avenue, Evanston

Monday-Saturday at 10:15am



Meal Overview

Open Kitchens is one of our new food providers. Clients may receive meals from the Monday-Saturday. The meals include a cold meal and hot meal. They are packaged separately so that you have two packages per order (unless otherwise noted on the route sheet).

Meal Pick Up

The meals are ready to pick up at 10:15am. Please arrive promptly as the delivery window is only 15 minutes. For pickup, please go to the second driveway as you approach the Levy Center. Meals will be given out from the Open Kitchens van.

Hot + Cold Meals

Make sure you have both meals before leaving for your route. Please make sure you place the hot meals together and the cold meals together in order to maintain proper temperature. Please store them in separate coolers. To maintain client confidentiality, please call the office. Do not ask the Open Kitchens driver. Make sure that you have **all** of the meals listed on your route sheet before leaving.

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Route Sheets

You will have received a Route Sheet by email the day before. **Print out your route sheet and bring it with you.** There will not be any copies provided for you at your pickup location. **If you see a mistake or are missing a meal call the Meals at Home office at 847-332-2678.** If you discover that you are missing a meal after you have left you will be asked to go to the next pickup location to get your meals.