

Older adult nutrition program
Memorandum of Understanding

This Memorandum of Understanding contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between,

[REDACTED] . **Elder Service nutrition program** and [REDACTED]

[REDACTED] Elder Service nutrition program will provide the number of meals that the volunteer committee from [REDACTED] submits to the Food Service Manager at [REDACTED] 1 week before the scheduled meal that will be served at [REDACTED] .

This MOU is effective from [REDACTED] This MOU may be amended in writing at any time with the concurrence of both parties.

Responsibilities

- Will provide the food only in [REDACTED] pots/pans.
- Provide the number of meals requested to [REDACTED] on the scheduled meal day.
- The food will be delivered with the paperwork for the meal count and donation envelopes to the [REDACTED] volunteer(s).
- If an event such as weather, food truck issues, or lack of staff, [REDACTED] reserves the right to cancel or reschedule the meal to another day.
- If State and/or Federal funding used to pay for services under our state contract is reduced to the extent that full payments cannot be made, this Agreement may be terminated in writing within 30 days.

Responsibilities

- Will be responsible for all aspects of setting the room for the meal and cleaning up after the meal.
- Will provide their silverware, plates, cups, and napkins.
- Accept the food from the [REDACTED] delivery driver.
- Maintain the temperature of the food until being served.
- Follow food safety regulations while handling food.
- complete all paperwork, sign-in sheet, and suggested donation envelopes.
- Will return all completed paperwork and donations to the [REDACTED] .
- Notify the individuals of the suggested donation.

Amendment

This agreement may be amended or terminated at any time by both parties.

Date

Date