

# **FOOD PLANNING**

## **SUNDAY FOOD CLEAN UP COORDINATORS**

Volunteers, who can stay until the job is done should be identified well BEFORE clean up begins. Site oversees cleaning up the dining room and dining tent. Food oversees things related to clearing out the food and cleaning/storing food and beverage preparation and serving items. Items to be cleaned in the dining room area should be at the beginning of clean up so that Site will be able to sweep and mop the floor.

### **Selling Surplus**

Check with cooks Sunday morning about unprepared food. All non-perishables can be stacked on a table at the back of the dining room. Unprepared refrigerated food can be brought out during Sunday lunch (make sure you check the refrigerator in the dining room and the refrigerator and freezer in the kitchen). There can be quite a lot of bits of open and unprepared food. It would be good to have on hand plastic tubs or plastic bags for unprepared food so these items can be offered for sale

Items can be individually priced or you can ask people to offer what they would like to pay. Money or checks collected should be turned over to the ILYM treasurer or the Administrative Coordinator if the Treasurer is not present.

### **Disposing of Unprepared Food Items**

Refrigerators and the freezer should be emptied. There is a refrigerator in the dining room and a refrigerator and freezer in the kitchen. In the past, people coordinating the disposal of unprepared food (which has not been sold) have donated it to a food distribution organization (food pantry, soup kitchen, etc.) in the city where they live. These organizations generally do not take open items (there can be quite a lot of bits of open items). People overseeing the selling of surplus should try to sell the open packages. You might want to coordinate with them to make sure there is a supply of containers and plastic bags for the open packages. No food should be left in the kitchen or dining room. Beverage items (tea, coffee, sugar, etc.) are to be taken to Clear Creek House.

## **CLEANING UP**

### **Items in the Dining Room**

- Shake bread crumbs out of toasters.
- Clean interiors of microwaves.
- Take large plastic bin with coffee, tea, etc. to Clear Creek House.
- Unplug & clean coffee pots and drink coolers (clean the spigots out thoroughly). Once the coffee pots and drink coolers are dry, put the electrical cords and parts stored inside the coffee pots and assemble them. If they cannot be securely closed (we do not want things getting into them during the year, put them in white plastic bags. Drink containers should have their top securely placed on them.
- Unplug and clean refrigerator in the dining room (It should be empty. If not, empty it and let the Overall Food Coordinator that there is still food to be disposed) and clean with baking soda (2T soda to 1 qt of water). After cleaning, leave doors slightly ajar.

## Items in the Kitchen

*Note: some of the items in the kitchen are the cooks personal items that they will take home. Ask them what things are/where they go.*

- Unplug and clean refrigerators and freezer in the in the kitchen with a baking soda. (They should be empty. If not, empty them and let the Overall Food Coordinator that there is still food to be disposed). After cleaning, leave freezer and refrigerator doors slightly ajar.
- Clean used pots, pans, pitchers, and preparation tools, so they have time to fully dry and be put away before you leave (this is usually done as part of lunch dishwashing).
- Make sure all pots, pans, pitchers, preparation tools, etc. are clean, dry and stored on shelves in plastic bags or plastic storage bins as practical.

*Do not use black garbage bags to store the pots and pans during 'site closing down'. Black garbage bags are treated with insecticide, according to the Putnam County Health Department and should not be used to store pans, containers, etc. used to prepare food*

- Put all the utensils and knives away, either inside a storage container or hanging above the island.
- Put all food processor parts in the same storage container.
- Completely close down and turn off water and power controls for dishwasher. Pull out BOTH food filters inside the dishwasher and leave them inside the dishwasher.
- Stoves: Turn off the LP gas lines, with the levers which are located behind them. Pilot lights will go out as gas in line is depleted.
- Clean loose food particles and grease from the stove tops, griddle and ovens, including grease trap next to griddle.
- Sort and store all surplus cleaning supplies on shelves in recycle room.
- Store all cloth items in labeled plastic containers.
- See that all trash is put in the dumpster, the compost put into the composter and the recyclable material taken away by someone on the Environmental Concerns Committee or volunteers. (See Recycling and Composting Coordinator section).
- Towels, dishcloths, etc. need to be cleaned and returned to the kitchen soon after Annual Sessions. Grayce Mesner and Kay Drake from Clear Creek Meeting have readily volunteered to take this bag home to wash. Check with them.
- Wash off all surfaces.
- In small restroom, turn the two LP gas water heaters to “low” when kitchen cleanup is completed.
- When everything is finished sweep and mop the floor.

*Note: Check with the Site Cleanup coordinator regarding how he/she will be coordinating site cleanup.*

Since there is a lot to do, in 2023 we are trying to get people to come in for a block of time, so not to feel they have to stick around to finish it all.

In 2015, the Site Cleanup tasks (but not the Food Sunday Cleanup tasks) were divided up into a lists of 2-4 tasks, written on post-it notes, and put on the cleared registration table. People then took a post-it note with them to do the tasks. When the tasks were completed, the post-it note was brought back with the items checked-off as completed. Checked-off notes were placed in a “done” bowl. The Site Clean-up Coordinator walked around the campus verify that things got done. This process enabled people to pitch-in by doing a quick task, especially those who wanted to leave soon after lunch. For 2016, a Site Cleanup Individual Checklists file was created which contains sheets that could be printed and cut up for this purpose. This file includes both Site Cleanup tasks and Food Sunday Cleanup tasks. Even if the Site Cleanup Coordinator will be using this process which will have Food Sunday Cleanup tasks printed out and place on the registration table for people to do, the Food Sunday Cleanup Coordinator will still need to oversee the kitchen cleanup and see that things are getting done—this process serves as an alternative way in addition to the sign-up sheets to recruit people to do these clean-up tasks. There seems to be a certain portion of people who are willing to do a few tasks, but will not sign up because they might feel that this commits them to stay until the end.