

# FOOD PLANNING

## Meal Coordinators

**Be sure everyone washes their hands before they start to work!**

For the last several years we have separated the food coordinator duties by meal rather than by task e.g., there is now a Breakfast Coordinator, a Lunch Coordinator, and a Dinner Coordinator instead of a Beverage Coordinator, Dishwashing Coordinator, etc. This seems to be working out better as each coordinator only has to be in the dining room for one meal. However, it means that each meal's coordinator needs to know how to do ALL tasks so that they can teach the volunteers. Please read through the following information thoroughly. It explains the tasks that need to be done.

### Before Meal Preparation

Meal volunteers eat 30 minutes before meal service starts. During this time or before this time various things need to be done to make sure the dining room is ready to serve a meal.

- **Please be sure someone empties the dehumidifiers before each meal!!** The water can be put into a bucket and used to water trees outside.
- The coordinators prepare, or make sure that someone prepares the cold beverages:
  - lemonade and tea for lunch and dinner
  - orange juice for breakfast
  - A container of water should also be available.
- The coordinators prepare, or make sure that someone prepares, the hot beverages.
  - The large peculator takes 30 minutes to brew and the smaller one takes 20 minutes to brew. For breakfast it is often helpful to make some coffee in the drip coffee maker while the coffee is brewing in the peculator (the meal volunteers will appreciate this). Instructions follow below.
  - To help keep a supply of coffee, especially at breakfast. When the pot gets down to 15-20 cups, it should be emptied into pitchers and a new pot started. The pitchers can be used while the new pot is brewing.
- Additional cold and hot beverages may need to be made during the meal. It is better to make additional beverages before totally running out. Fill up pitchers with beverages to empty out low beverages containers so a new supply can be made.
- In the dining tent there is a table set up for supplies. For lunch and dinner it should have a large container of water and pitchers of lemonade and tea. A supply of cups, napkins, and silverware should also be put out. *Note: in past years this has not been consistently done, so people usually take these items out with them. Posting a sign (see below) by these items in the dining room might be helpful.*
- **All food should be removed from the serving tables promptly at the meal end time** (this help facilitate cleaning, and allows clean-up people to attend the after meal programs).
- **The dining room table area closes 10 minutes after the end of meal time** until 30 minutes after the end of meal time to help facilitate cleaning. Lingering folks may need to be reminded (signs will be posted). People can still pass through to get beverages.

### Counter (1)

One person is needed to be in charge of the mechanical counter which is kept in the first silverware drawer in the dining room. Children like to do the counting. Have someone sit by the door at the bottom

of the stairs (where Friends line up for meals) and click the counter as each person enters. The count for that meal should be given to the cook. Be sure the child is old enough to do this alone or have an adult to assist.

### **Serving Monitor (1)**

In 2010 we changed to a “self-serve” meal. Instead of having “servers” we had “serving monitors” to watch that people (especially children) took an appropriate amount of food.

- Check to see how much you have to start with so it can be rationed if necessary.
- Helping to replenish food on the serving table (or to let the cooks know to do so);
- Helping to keep a supply of clean plates and silver, napkins, bread, etc. and cleaning up food spills.
- **Be sure long hair is secured and not hanging over the food.**

### **Runners (3)**

With the addition of the outdoor dining tent and the change to self-serve meals, we also added Runners. Runners will be responsible for:

- Checking the dining tent during the meal to replenish drinks, cups, napkins or silverware;
- Helping parents with children, or other Friends who need assistance to carry food to their tables;
- Helping people to “bus” their dishes indoors and outdoors, making sure the food waste, trash and recyclables go in the correct receptacles.

### **Beverage Server (1)**

The meal coordinator oversees the serving of coffee, tea, milk and juices by the beverage server (from the sign-up sheet at the registration table.) The beverage server fills cups with the cold beverages and spreads them on the serving table for diners to pick up as they go by. It is easiest to fill pitchers from the large beverage jugs and pour into glasses from them. Diners get their own hot drinks from another table set up for hot beverages. Set out coffee cups and milk, sugar, tea bags, coffee creamer, spoons, etc. on the hot drink table.

Children like to help with the beverages and do it quite well but need supervision. Children should have an adult with them when being a beverage server. Be sure to have them wash their hands!

Additional beverages may need to be made during a meal. The large coffee pot takes 30 minutes to brew a new batch. To help keep a supply of coffee, especially at breakfast. When the pot gets down to 15-20 cups, it should be emptied into pitchers and a new pot started. The pitchers can be used while the new pot is brewing.

### **Clean-Up After Meals (3)**

The dining room and dining tent need to be cleaned after each meal:

- All food should be removed promptly at the meal end time (this help facilitate cleaning, and allows clean-up people to attend the after meal programs).
- The dining room “closes” ten minutes after the end of the meal and remains closed for 20 minutes to help facilitate cleaning. People lingering may need to be reminded that the dining room is closed for cleaning
- Tables (and chairs as needed) should be washed with cleaner in spray bottles and paper towels.
- Bring in supplies from dining tent.
- The dining room floor needs to be thoroughly swept, and spot-mopped as necessary.

- Trash cans should be emptied into the dumpster behind the kitchen.
- Food waste is to be composted (volunteer sign-up). See current recycling/composting coordinator for details.
- Overflowing recyclable waste can be stored outside the back door (properly labeled) for pickup at the close of Annual Sessions.
- Empty catch pans under the fridge in dining room.
- Empty de-humidifiers **after each meal**.
- There is a 30 minute time span between the end of a meal and the start of the next program. Clean up people should not have to be delayed in attending the next program because others want to hang out in the basement dining room. Starting cleanup at the posted ending time will help people to realize that the dining room is closed for cleaning. Also conversations, even at regular conversation volume level in the dining room carry up to and can be heard in the meeting room. So be cautious about speaking levels if still cleaning 30 minutes after the meal has ended.

### **Dishwashing/Pots & Pans**

The coordinator or someone else who is familiar with the dishwasher must be there at the beginning of each meal to instruct volunteers. Four volunteers are recruited for each meal on the signup sheet at the registration table:

1. one to scrub pots,
2. one to scrape and stack incoming dishes and move them closer to the sink,
3. one to rinse dishes and load them into the dishwasher, and
4. one to unload and put away dishes. Be sure there is adequate help so that no one is late to the program following the meal. Seeing that baking pans are soaked as soon as they are emptied will help.

*Note:* It is important that food is removed from the serving table at the end of meal time and that the dining is closed for cleaning after the meal time ends. This keeps the dishwashers from having a load of late arriving items coming in well after the meal had ended and preventing them from attending the next program.

Mop the kitchen as needed after dishwashing.

If evening snack coordinators plan to use the dishwasher for cleanup, please see that they are familiar with the machine.

Please refer to the instructions on how the dishwasher is used. Several points which past coordinators feel were overlooked are:

- The flatware, especially peanut butter knives, need to be wiped before dishwashing or they do not get clean.
- Plastic cups must be covered with an empty pronged rack to avoid being turned over while being washed.
- **The dishwasher must be filled with water before the heater is turned on.**
- The long, narrow brushes hanging near the dishwasher are used to clean out the sprayer tubes.
- Be sure both filters are removed and cleaned after each meal and both inserted before starting up the dishwasher.
- We do not have enough plates for all attenders, so dishwashing must start before meal ends.
- Dishwasher instructions are posted on the wall by the dishwasher and also included below.

## Using the Dishwasher

*If you don't know how to use the dishwasher, it is best to get hands-on instruction from someone who is familiar with it. Partner with someone else before trying it on your own. Some experts are Janice Domanik and Ted Kuhn. Below are instructions to refresh your memory. See the chart on the wall!*

### **Prior to using the dishwasher:**

1. Turn on fan on wall to help keep kitchen cool.
2. Rinse plates with hot-water spray in sink. Use a sponge or brush as needed. Some meals will have stickier foods, taking more attention.
3. Put a regular rack on top of plastic cups in flat-bottom rack.

### **To use the dishwasher:**

1. Insert the 2 filters tightly in the dishwasher.
2. Turn the master switch ON (nothing will light up — don't worry).
3. Close dishwasher. NEVER open it if the "WASH" light is on!
4. Partially fill using the manual "Rinse" switch (upper left corner) and hold for about 30 seconds. This is done only once per session.
5. Turn on the Heater switch. NEVER have that switch on when no water is visible! This will cause a costly burn-out.
6. Fill dishwasher the rest of the way with water, up to overflow pipe.
7. Open dishwasher, add detergent, about 1/2 cup every 2-3 cycles.
8. Slide in filled rack and close the dishwasher — very important!
9. Turn toggle switch for "WASH." There is a 2-3 second delay before the dishwasher starts. This is a "toggle," which means that the "on" position will alternate. The wash cycle takes about 1 1/2 minutes and the rinse cycle is about 15 seconds. "Wash" light goes out when done.
10. Open dishwasher carefully. It will be steamy enough to burn.
11. Pull out clean rack, put on shelf above to air-dry and cool.
12. At the end of session, turn off Heater & Master switches, remove cylindrical filter to drain. Remove & rinse hidden disk-shaped vertical filter when cool. Have fun — It's a dance!

## Washing pots

There are 3 sinks for washing pots and other items that need to be washed by hand. The instructions are posted on the wall above the sinks, but details are below.

- The first sink on the right is for washing.
- The middle sink is for rinsing. Fill  $\frac{3}{4}$  of the way with water and dip pots to rinse.
- The sink on the left is for sanitizing. Fill  $\frac{3}{4}$  full with hot (75 °F) water and add about 3 cap fulls of bleach. Check to see that bleach is at 50 ppm by using chlorine test paper. The test paper is kept on the circuit box to the left of the draining area. It looks like litmus or pH paper. Dip a piece in the water and check to see that the color matches the 50 ppm color. Adjust the bleach level as needed.

When done, be sure to drain one sink at a time or else the floor will be flooded.

## COFFEE POT INSTRUCTIONS

1. Fill pot to top. Do not be afraid to completely fill. The basket sits above the water.
2. For the large 60 cup percolator use 3 cups of coffee. For the smaller 30 cup percolator use 1 1/2 cups of coffee (this one is usually used for decaffeinated coffee. For the 12 cup coffee maker use 1/2 cup.
3. Plug in each large percolator on a different circuit.
4. Percolators can be plugged in with the switch off (underneath the spout). Thus they will be ready to turn on in the morning by the cooks (or whoever volunteers to be responsible) when they arrive.
5. When the switch is turned on, the pot will heat. The red light next to the switch will light up when the coffee is ready (the 60 cup pot takes 30 minutes to brew and the 30 cup pot will take 20 minutes to brew). Remove the baskets after brewing is complete.
6. Have cups on a tray between the pots. Have a sugar bowl and pitcher for milk available, also spoons for stirring. Set out jars of instant coffee (both regular and decaf) and tea bags.
7. When coffee is ready, put into labeled thermoses to get it out of the aluminum pots as soon as possible.

For BREAKFAST: Use the 60 cup percolator for regular coffee, a 30 cup percolator for decaf, and a 30 cup percolator for hot water. Leave on after breakfast.

For LUNCH: Use left-over coffee from breakfast/morning. Make new as needed. Have hot water in one pot.

For DINNER: Fill a large pot with hot water only and have left-over coffee available. A ¾ full pot of decaf was made for dinner in '08. It seemed to be appreciated.

At the end of the day (after or during snack time, all pots should be emptied and cleaned

**Water, lemonade, tea,  
cups, napkins, and flatware  
are in the dining tent**