

CHECKLIST FOR UU CAMPUS KITCHEN VOLUNTEERS

A weekly meal includes the following: salad (usually green but can be egg or fruit), vegetable, protein, starch and a dessert

If there is ever an issue getting into the Eben Holden space or an emergency please contact SLU Security at 315-229-5555.

If needed, you can always try to contact Ashlee Downing-Duke, the CKP advisor, at 508-989-4997.

Any time dealing with food, please remember to have gloves on.

Preparation and Cooking

Right away in Eben Holden kitchen

- Aprons, gloves, hats, close-toed shoes etc.
- Turn on gas if needed, **light stove-top pilot lights**
- Sign in on sheet if it is on the table
- Wash your hands before starting anything

During shift

- Prepare salad
- Prepare veggies, making sure to cut small and cook so they are soft
- Cook, bake, assemble any foods necessary
- Make sure to temp your foods especially protein so it is cooked completely
- Prepare dessert - cook early especially if it needs to cool and be frosted
- If time permits, wash dishes used during shift
- Put away dry dishes

At the end of shift

- **Turn off gas!!! (lock it with padlock)**
- Clean floor if necessary
- Make sure sinks are clean
- Put all leftover ingredients away
- Clean tables, whole area
- Take out trash
- Bring out compost (bin on the lodging dock to the right)
- Turn off the lights

Set-Up Shift (3:30-5:30)

First trip

Bring to UU Church from Eben Holden:

Milk

Salad(s) (if ready)

Croutons

Dessert (if ready)

Any necessary condiments for meal

Ice (two pitchers + one empty pitcher)

Any food donations to give away

Clear plastic bins and red crate with plates, cups, flatware (bowls if necessary)

Serving utensils

Second trip

Shift captain and cook volunteers transport remaining food to the church

At the church

Open door and unlock

Set up tables, chairs (a diagram of how the tables get set up is on the back/kitchen side of the kitchen doors.)

Open Social Room closet

Salt/pepper, sugar, one at each table

Flatware one at each seat

Start coffee and kettle (use less CK coffee than we use at UU about ½ cup per glass carafe)

Set up water pans (not too much water!!) and Sternos found in the bottom box of shelf on the right hand side of the Social Room closet

Start serving drinks - hot chocolate and iced tea are found in top shelf of closet

Set up hot food in stands/oven

Serve drinks – use church mugs for hot drinks

Serve salads

- One volunteer scoops salad on plates
- Other volunteers ask guests if they want salad and what type of dressing
- Volunteers will come back with salad orders and put dressing on salad and bring to guests

Take a headcount (total guests/youth/under 50) and write on sheet

Clear plates

- Scrape compostable food into compost, discard the rest into the trash
- Cleared plates can be put in empty hotel pans or the big container

Serve food

- 2-3 volunteers will stay in the kitchen making full plates of food
- 2-3 volunteers will run plates to guests
 - If someone has a special order (e.g. no vegetable), then come back to the kitchen with that order and give the full plate of food to the person next to them
 - Finish one table before moving to the next so everyone eats together
 - Once everyone has been served, volunteers can eat and sit wherever they'd like

Clear plates and mugs and offer seconds and/or take-homes

- Mugs go in the dishwasher

Serve dessert

Hand out food for give-away (e.g. fruit, processed food, etc.) if there is any — this can also be done earlier in the shift

Compost food or bring back leftovers

Clear and wipe down all tables

Stack chairs

Fold up and put away tables (legs to legs and tops to tops, bell-tower tables on top)

Clean-Up Shift (5:30pm)

Help collect all the stuff to go back to Eben Holden

Load the dishwasher with church cups and glasses

Pack up van

- Fit what you can in hot box (i.e., silverware container, hotel pans)
- Stands and watering pans can be left in the church closet

Turn off and unplug coffee; rinse pots

Start dishwasher (don't forget soap)

Wipe down kitchen counters

Sweep dining room and kitchen

Take out compost (behind church) and take trash back to Eben Holden

Check the fridge/freezer

Lock up closet

Turn off lights

Lock the front door

Unload van/cars once back at Eben Holden

Dishwashing Shift (approximately 6pm)

As per all shifts in Eben Holden first make sure that hats or hairnets, close-toed shoes, and aprons are worn and hands are washed. Until handling dishes after they have come out of the sanitizer gloves are not needed, after the sanitizer, glove up!

Preparing sinks

- Set of three sinks (Washing sink #1)
 - The right sink gets filled with roughly 5 inches of hot water. Dispense suds by pushing in the blue knob on the wall and turning clockwise until you have acquired substantial suds.
 - Fill the middle sink with plain hot water to be used as the rinsing sink.
 - Fill the far left sink with sanitizing solution dispensed by a hose attached to the wall; push in blue knob (on the wall) and turn clockwise until you fill $\frac{3}{4}$ of the sink.
 - Use lever underneath the middle of each sink to plug the drains.
- Single Sink near countertop (Washing sink #2)
 - Fill the sink with 5 inches of hot water and splash with dishwashing soap (located on the countertop, usually to the right) to create a soapy solution.
- Double sink behind the refrigerator (Washing sink #3)
 - Fill the left sink with 5 inches of water and splash with dish soap
 - Fill the right sink with regular water to use for rinsing

Washing dishes

- Put away clean dishes before anything else, wrap up usable food and put in the fridge
- Unload the clear bin full of utensils, plates, and cups into washing sinks to soak. Place dirty metal serving trays and any other plates, trays, cutting boards, pots, pans, etc. in washing sinks to soak or on the side to be washed next.
 - Wash all items:
 - Begin by scrubbing in sink #1, then
 - Placing washed items in the rinsing sink (middle sink) until suds is removed
 - Place in sanitizer sink (far-left sink) for 2-3 minutes. Unload items from sanitizing sink and place on dish racks and stand with sheet pans lined with towels (located next to sink area) to dry
 - Note: If using the single sink near the countertop, wash items following the above instructions. To rinse and sanitize, carry objects over to the middle sink and continue the process as described in bullet points B-Ci
- Wipeout or hose down hot boxes and bins if necessary.
- Wipe down countertops using paper towel/rag and a red bucket filled with sanitizer solution
- Rinse sinks of any residue and remove any food scraps from sinks as well