

## KITCHEN INSTRUCTIONS FOR SERVING LUNCH

4/3/2017

*The lower kitchen cabinets are labeled on the edge of the countertop. Also, there is a step stool in the closet.*

### Ordering:

There is a Lunch Binder in the island (front left cabinet, top pull-out drawer) that shows what others who previously served ordered and used. This is very helpful when making out your order. Please complete a sheet after you serve to help others in the future.

### Towels:

Take the soiled towels home and wash them **the Sunday before you serve**. Please place clean items in the designated/labeled drawers (beside both large sinks.) Place the coffee pot CLOTH LINER in the corner cabinet (near the coffee maker) with the Coffee supplies.

### Coffee duties:

There is a coffee maker rotation posted on the bulletin board. The assigned person will make the coffee each Sunday.

### Dishwasher duties:

The dishwasher area will be covered by a rotation of Brothers for 3 of 4 positions in this area. There will be 1 signup spot for a Sister on the clean side only. This position is responsible for drying the trays and putting away all the clean items.

### Water:

The water pitchers and lids are stored in the large 2 drawers to the left of the ice machine. **The ICE SCOOPER is in a container in that top drawer. Do not leave it in the ice maker. Please remember to close the lid after each use.**

**Please secure the water pitcher lids firmly.** When refilling pitchers, there is a round flat "grasper" to lift out the lid. It is stored in the top drawer with the water pitchers.

### Tables:

- Before setting the tables, wash them off with a bucket of soapy water and dry (if needed).
- At each place, set one cup and one napkin.
- From the island, **pull ALL the wheeled carts with racks out and set the tables** with the coffee cups, glasses and sippy cups. Place all the remaining coffee cups under the tables for the second and third setting. (Redistribute supplies to other tables as needed.) Place stacks of glasses around top of table and remaining glasses under tables. **All racks should be empty and then pushed back into the dishwasher room.** If you do not use the pickle dishes (green racks), please still push them into the dishwasher room as well. **All bays under the island should be empty.**

#### NOTE: The racks are color coded:

Gray: Coffee cups

Blue: Water glasses

Red: Sippy cups and lids

Green: Pickle cups

- The 49 lunch trays are stored on the front side of the island.
- The silverware tray (including **pickle forks**) are in the lower cabinet to the left of the large refrigerator.
- The **chip baskets** are in the upper cabinet, right of the back wall sink.
- **Make sure the black condiment caddies are restocked for your Sunday.** (Restocking supplies are in the closet in the dining room.)
- Seven (7) black condiment caddies go on each table, plus one additional caddie at the table area reserved for wheelchair access.
- One gray tub for dirty dishes should be placed at each table. They are stored in the dishwasher room.
- One bucket with hot soapy water and (2) dishcloths should also be placed at each table.
- Black trash cans should have disposable black bag in place, and **extras stocked inside for immediate replacement.** (All backup trash can liners are stored in the front left side of the island.)

## Food and Drinks supplied per each table:

- Use 8 food trays (at labeled spots at table), plus 1 at the wheelchair access seating area (Total of 49 food trays).
- Chips baskets should be lined with a napkin.
- 7-8 Pickle cups (in Green dishwasher racks under island). **Pickle forks are in cabinet left of large refrigerator.**
- Use 1 Gallon of milk (plus additional in refrigerator as needed) Total of 8-9.
- 3 water pitchers (Total of 18)

## Coffee Maker will supply per table:

3 black coffee carafes (Total of 18 plus 2 extra)

2 white carafes for hot water Women's side, 1 carafe on Men's side (Total of 9)

The **BROWN SANDWICH TUBS** are stored in the lower cabinet to the left of the large refrigerator.

## It is your responsibility to:

- Keep tables supplied with food as needed (refill or redistribute)
- Make sure all serving positions are filled. If they are not filled, recruit someone.
- **It is no longer necessary to supply drinking water on the pulpit.**

## Clean up:

- Vacuum lunch room. Vacuum and hoses are stored in small closet next to the larger supply closet.
- Sweep the kitchen floors with vacuum or a broom/dustpan (stored in water heater closet).
- All trash cans in kitchen are emptied and taken to dumpster.
- Clean and dry all countertops and carts.

## Table Waitresses table clearing process

- Please empty coffee, tea and water pitchers. Place them on countertop above ice maker.
- Place chip baskets on countertop above ice maker. **DO NOT put them in gray dishwasher tubs.**
- Place coffee cups, glasses, pickle cups and silverware in gray tub under table for the dirty dishes carrier to take to the dishwasher area.
- After clearing your table, make sure no dirty items are left under the tables.
- Place the black condiment caddies in the storage compartments at the table.
- Empty your trashcan and place in fresh liner. Dispose of trash bags in large beige waste cans in kitchen.
- Take your soapy water bucket to sink and empty. Wipe out bucket and place in cabinet under the sink on the back wall.
- Place used dish towels or cloths in laundry basket.

## Highchair Users:

Please clean highchairs you have used. Ask the table waitress for a wet wipe if you need one. **Take brakes OFF** when you place the chair by the wall. Put some on women and men's side of dining room.

## Other Helpful Recommendations and Safety Concerns:

- All are encouraged to visit in dining room if you don't have an assigned task in kitchen area.
- Please pick up personal dishes, pans, etc in the kitchen after baptism, funeral meals, or special events.
- If you see any supply that appears to be running low, report it to 1st year Food Committee person, listed on kitchen bulletin board.
- **Please keep center aisle clear for table waitresses, the person carrying tubs full of dirty dishes, hot coffee carafes, ice water, etc. This will help prevent accidents.**