

# Kitchen Leader Check List

## Third Saturday – Shepherds Pie

	1 Use keycard from truck rearview mirror to access the kitchen door.
	2 Turn on oven, set to convection, set temperature to 400 degrees. Turn on hood vent and light.
	3 Put up signs x 5 for back door, prop open back door for volunteer entrance.
	4 <b>Dishwasher:</b> close drain plug, close door & switch on and push autofill
	5 <b>Retrieve</b> cold food from cooler in second gym.
	6 <b>Prepare kitchen for cooking:</b> large rectangle pan for cooking meat, tall round pot for potato mixture, pull down 2 white bins (recipe book, etc.)
	7 <b>Prepare Workspace:</b> Use Clorox wipes to white down stainless-steel tables.
	8 <b>Food Safety:</b> Set out hairnets and gloves for volunteers
	9 <b>Greet</b> volunteers upon arrival and ask them to wash their hands and don hairnets and gloves
<b>Numbers 10-14 may occur simultaneously depending on the number of volunteers</b>	
	10 (1 Volunteer) <b>First priority</b> is boiling liquid mixture (milk (save jug), butter, water, salt and garlic (located in far-right cooler)) for potatoes. Follow the recipe according to the number of pans being prepared for the day (usually 3), add the whole gallon(s) of milk.
	11 (1 Volunteer) <b>Second priority</b> is cooking the meat. All packages cooked at one time, med-low heat on all 4 burners, seasoned with salt, pepper & chopped onions. Chop meat into small pieces, no pink at all!!! Once meat is cooked, divide between the full size catering pans. <b>Pour grease into empty milk jug, cap it, and discard in trash.</b>
	12 (4 Volunteers) <b>Panera Bread:</b> Retrieve cutting boards, bread knives & Ziplocs for cutting bread. We only need enough bagged bread to fill three 13-gal trash bags. Everything beyond that can be taken home by the volunteers.
	13 (1 Volunteer) <b>Preparing potatoes:</b> retrieve 3 full size catering pans, empty ounces of potatoes into each pan, according to the recipe book, cover with lid, set aside, repeat for the number pans being prepared (usually 3). Wait for water mixture to boil.

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14	(2 Volunteers) <b>Drinks:</b> Prepare coolers by double stacking 30 Dr Pepper's in each cooler, then backfill with waters. Cover drinks with ice to 2" above DP's and move coolers outside.
15	(4 Volunteers) <b>Serving Bags:</b> Once cutting bread is finished and cleaned up, prepare the blue bags for each route. Each back should have 40 bowls, 40 rolled spoons, 1 large serving spoon and a roll of paper towels in the center compartment. One mesh side pocket should have serving gloves, the other should have one 13gallon trash bag and Walmart or Target plastic bags.
16	(3 Volunteers) <b>Reconstitute potatoes:</b> set up two hand mixers with large spatulas. Place the boiling water mixture in the center of the table, flanked on either side by one of the pans of potato flakes. One volunteer uses the glass measuring cup (4 cup, in the white bin) to very carefully pour mixture into each of the pans (start with 3 scoops). The other two volunteers are using the hand mixers, starting out on low (to prevent throwing boiling water out of pan) then increasing the speed as the mixture thickens. Continue to add water until potatoes are correct consistency. Let stand for 10 min after mixing. Repeat above process for all pans.
17	(2 Volunteers) <b>Final Steps:</b> Divide the bags of vegetables evenly between the pans, add 2 cans of V8 Juice to each pan. Once potatoes are finished, pour on top of veggies. Spread out over the top with large spatulas (like icing a cake), <b>DO NOT MIX</b> . Divide the packages of cheese evenly on top of potatoes. Cover with foil (spray the inside of the foil with Pam so the cheese does not stick) and bake for 35 minutes. <b>(Note: Order of food in serving pans: Bottom meat, then potatoes, then vegetable/V8 Juice, then cheese---DO NOT MIX)</b>
18	<b>Clean up:</b> The sauce pot will not fit in the dishwasher and must be handwashed, use steel wool if necessary. (Dawn dish soap). Soak the strainer baskets in warm, soapy, water in one of the large compartment sinks. <b>DO NOT dry anything run through the dishwasher</b> . Rinse off bread knives, cutting boards, any other cooking utensils and run them through the dishwasher. Wipe down on the tables, around the stove, etc. Sweep and mop kitchen floor.
19	<b>Cambro warmers:</b> Place on the table across from the oven. Once the timer goes off, remove pans, remove foil, check temperature (160 degrees or higher). Cover with two half lids and place in warmer.
20	<b>Before leaving to serve:</b> Make sure all the burners are off, make sure oven is off. Sweep & Mop kitchen floor. Collect all the signs and make sure the side door to school is closed. Turn off lights in school, gym and serving line room. Make sure the closet door is closed and locked.

## Return

1	<b>Coolers:</b> remove drinks from the cooler, pour out ice water, return drinks, return cooler to mop closet. (Ensure lid is open)
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	<b>2 Ikea Bags:</b> Return all blue bags to back seat of one of the trucks.
	<b>3 Silver Binders:</b> Using the TurboScan app, take pictures of each of the route sheets and email as PDF to Dave. Place binders in the same truck as Ikea bags to be returned to storage locker. Leave any Photo Consent & Route Sheets on the table.

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	<b>4 Trucks:</b> Please remove any trash (used gloves, empty water bottles, napkins, etc.) from the cab and bed of the trucks. Check the tailgate and truck bed for spilled food and clean out as necessary.
	<b>5 Remaining food:</b> Allow volunteers who wish to eat make a plate and set it aside to consume after clean up is done. Food should be bagged up in gallon ziploc bags in pitchers, sealed (remove as much air as possible), use the sharpie marker in white bin to date each bag. Place bags in freezer closest to ice machine.
	<b>6 Cambro Warmers:</b> Remove the door and run through dishwasher. Thoroughly wipe out the warmers and place them back on the top shelf.
	<b>7 Remaining Bread:</b> Volunteers are welcome to take home any remaining bread. Anything remaining should be thrown away.
	<b>8 Cleaning Pan, Lids, Spoons:</b> Use the sink with the disposable by the dishwasher. Remove all baked on food from pans, lids and spoons. (This dishwasher does NOT remove any baked on food) Run through the dishwasher ( <b>DO NOT dry anything run through the dishwasher</b> ). Put away pans, lids and spoons in the stainless steel cabinet in closet.
	<b>9</b> Return the white plastic bins to the top shelf to the left of the Cambro warmers.
	<b>10</b> Take out the trash
	<b>11</b> Sweep and Mop the floors if not done so by cooking crew.
	<b>12</b> Double check that closet door is locked, lights are off, all volunteers have left the building.