

# Kitchen Leader Check List

## Fourth Saturday – Spaghetti & Meat Balls / Green Bean Casserole

	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> meatballs from cooler in second gym.
	<b>Prepare kitchen for cooking:</b> 3 sheet pans for cooking meatballs, tall round pot for sauce, round spaghetti pot, medium pot (back burner, extra water), pull down 2 white bins, retrieve black recipe book
	6
	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 10-15 may occur simultaneously depending on the number of volunteers</b>
	(1 Volunteer) <b>First priority</b> is boiling water for spaghetti (fill pot to the top of the round holes on the strainer baskets), add cap full of oil. Fill the other smaller round pot with water and place on back burner (this pot used for refilling the spaghetti pot in between) Spaghetti is cooked 3 lbs at a time in the pot. Each package broke in half, divide the 3 packages between the 4 strainer baskets. Use the long tongs to constantly be pulling up at the spaghetti in each of the strainers to prevent clumping together while cooking. Cook for 3-5 minutes once water comes to a boil. Place each round of cooked spaghetti into a separate pan.
	10
	11 (2 Volunteers) <b>Second priority</b> is cooking the meatballs. Line each of sheet pan with parchment paper. Empty one bag of meatballs per pan. Cook for 10-12 minutes.
	12 (1 Volunteer) <b>Third priority</b> is cooking the sauce. Empty appropriate jars of sauce according to the recipe into the large, tall pot. Add and inch of water into each jar, shake up and empty into the pot. Set pot to Med-High heat and stir pot often. Once the meatballs are completed, add to the sauce mixture to bring to a boil. The volunteer should monitor the entire process.

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13	(Step 11 Volunteers) <b>Green Bean Casserole:</b> After the meatballs are in the oven, transition to preparing green bean casserole. Select the appropriate number of cans of green beans, mushroom soup, as well as packages of French-fried onions according to the recipe book and number of pans preparing. Open and drain green beans, add to pan. Spread (like icing on a cake) the mushroom soup on top of the green beans ( <b>DON'T MIX</b> ). Add French-fried onions on top of each pan, cover with foil and bake in over (after meatballs are completed) for 35 minutes. Check that the internal temperature is no less than 140 degrees. Place two half lids on each pan and place in warmer.
14	(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.
15	(2 Volunteers) <b>Drinks:</b> Prepare 3 coolers: double stack 30 DP's in each cooler, then backfill with waters. Cover drinks with ice to the top and move outside.

**Numbers 10-15 may occur simultaneously depending on the number of volunteers**

16	<b>Serving Bags:</b> Once cutting bread is finished and cleaned up, prepare the blue bags for each route. Each back should have 40 plates, 40 rolled forks, 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.
17	(2 Volunteers) <b>Final Steps:</b> Combine cooked spaghetti from one pan into the large black bin with meatballs and sauce. Continue this for the remainder of the pans. Pour remaining meat sauce over the top of the pans, place two half lids on each and place on bottom slots in warmers.
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 one, remove foil, check temperature (140 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</b>	<b>Ikea Bags:</b> Return all blue bags to back seat of one of the trucks.
<b>3</b>	<b>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.
<b>4</b>	<b>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</b>	<b>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</b>	<b>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</b>	<b>Remaining Bread:</b> Volunteers are welcome to take home any remaining bread. Anything remaining should be thrown away.
<b>8</b>	<b>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>	Take out the trash
<b>10</b>	Sweep and Mop the floors if not done so by cooking crew.
<b>11</b>	Double check that closet door is locked, lights are off, all volunteers have left the building.