

KITCHEN GUIDELINES

Updated Oct. 2017

STAFF: Betty, Rebeca, Ricardo for questions, keys, etc.

Breakfast: 8:00 to 9:30

Dinner: bar opens at 4:30, Dinner at 6:00

Responsibilities of Organizers:

If it is your first time organizing a meal for Club Deportivo, take time to familiarize yourself with the kitchen and this book. Ask our Facility Tech any questions you may have, he is very helpful.

** It is your responsibility as organizer to set up and communicate with your helpers in adequate time for them to plan on their help dates and times. It is also your responsibility to plan, arrange for and set up any table decorations, music or entertainment you may want to your meal. Contact the Meals Director.

** The number of helpers needed depends on the meal (ribs, roasts, etc., some meals need more helpers than others). Plan on 3 or 4 servers for dinners plus the cooks, 2 servers plus 2 coffee servers plus the cooks & those plating & one taking money for breakfasts.

** It's a good idea to outline prep duties for each of the helpers in advance of prep time. Posting the outline on a post or wall is also helpful.

** Prep the day before: After your prep it is your responsibility to clean up the kitchen and wash all the dishes, pots, pans, utensils, etc. that you used. Be careful to put everything back in the appropriate places.

Inventory:

- There are many roasters, some work better than others.
- 3 electric griddles (in the lower cupboard by the big griddle).
- One huge red salad spinner (near the walk-in).
- 2 processors (in the locked cupboard).
- One rice cooker (in the cupboard by the back kitchen door) (makes 80 cups...1 cup rice= 3 cups cooked)
- 2 electric knives.
- There is an electrical box on the wall above the chest freezer. Zones are written and coded.
- Tablecloths, towels, aprons and potholders are in the closet by the bathrooms.

Helpful hints:

** When using the roasters, make sure to test the ones that you will be using to make sure that they are working properly. Put in just enough water (around a quart) just so it doesn't boil over.

** If salad ingredients are prepared the day before, place in the big bowl, layer some paper towels and cover with an old tablecloth before storing in the walk-in refrigerator.

** If rice is pre-cooked it should be covered with placed in the walk-in to help prevent freezing.

** The walk-in refrigerator is locked at all times. Ask Staff to open when you're working in the kitchen and then please lock before; you leave. Always be sure to turn off the light and make sure the door is securely closed.

** If you bring in food for your meal, place a sign on it (for Sunday breakfast or whatever meal ()) so that no one will use it for another purpose.

** Our facility tech makes the first pots of coffee for breakfast, and then the breakfast coffee servers make any additional pots. The coffee instructions are on the wall near the coffee makers.

The ovens

- The four ovens by the window are convection ovens, so adjust your cooking times. Consult oven binders for instructions. Info on cooking temps and times for many of the meals are in meals books in the cupboard above the sinks.
- Tell the facility tech what time you'd like the ovens turned on, which ones you want to use & what temp, both on prep days and meal days.
- Ask him to show you how to fire up the burners and the riddle (if you need to use them) and how to turn the oven off when you're through.
- When using them, don't leave the oven doors open any longer than necessary, as the temperature will drop quickly.
- All the ovens should be in good working order; the two right ovens (the ones by the window) work very well. Check with the staff to make sure all the ovens are working properly and check the oven temperatures.
- Check the temperatures occasionally as the left oven cooks hot at the higher temperatures.
- The two ovens under the cook-top work fine.

Shopping

** Give your shopping list to STAFF by the Monday before your meal or sooner. Betty usually shops on Tuesday or Thursday, but be sure to get your order in by Monday. Make sure whoever is shopping understands EXACTLY what you want, as well as any possible substitutions. Give them a cell phone number, if possible, to contact you while they're shopping. If there is a question about product, show them a photo of the product.

** Give any of your receipts (make a copy for yourself) to Fili or Betty for reimbursements for any of your own shopping for ingredients (either in MX or in the States) before the meal. It's advised to have a factora when shopping in Hermosillo.

How many to plan for

There are normally 8 sponsors for dinners and 4 for breakfast.

For Breakfasts: plan for 100 meals, but check the meals book(s) for previous years count. This includes cooks, servers, Sponsors, staff & clean-up crew.

For Dinners: plan for how many ticket meals will be sold (this will most likely be an estimate based on past dinners) plus the helpers/servers, bartenders, sponsors, any non-paying guests and staff & cleanup crew. Dinner organizers **MAY** set the number of tickets they want to sell for dinner and decide the **CUT OFF** time for selling tickets.

Check out the "Meal Books" library of previous years in the unlocked cupboard to see how other meals were planned.

Set-up:

The STAFF will set up tables, tablecloths and chairs & place settings- let the Staff know if you want plates, bowls, etc. on the tables

- Tables will be set for 8 people, 4 on each side.
- You and your helpers, if you'd like them, place any decorations, on the tables.
- You need to be sure that the proper serving utensils are set at each table depending on the needs of your meal, along with any butter, sauces or condiments what will go with your dinner.
- Serving can be family style or plated for dinners – cook's choice.
- Set up tables for amount of tickets sold, a table for Sponsors (put out Sponsor ID), - **if there is sufficient room in the building**, set a table for Organizers (put out Organizer ID) & a table for Staff (put out Staff ID)

At the Meal:

**Give a list of the names of the helpers/servers & bartenders to the Meals Director before the meal for the Director's announcement.

** For breakfasts see Betty to obtain the cash box and numbers. Numbers help your breakfast servers to keep track of who was served and who may still be waiting to be served. You can use the light-up board to help keep track of numbers, or lay numbers out (in order) on table near the kitchen.

** For dinners have the servers collect tickets before the meals are served. The tickets should be all passed down to the end of the table (makes for easier pickup)

Take-out meals will be prepared **ONLY AFTER all meals have been served. Those who pay for a meal and want to take it out, need to put their name on the back of their ticket and put it in a designated place on the kitchen bar counter. The take-outs will be ready to be picked up **AFTER** the main course meals have been served. The Meals Director or the Meal Organizer should announce this.

** Bartenders should be served at the same time as main dinners are served (not counting desserts).

** Please serve staff and kitchen crew at the same time as the members.

After the meal

** Breakfasts: As those eating have finished, the servers need to clear the dishes, coffee cups & flatware, take into the dishwashing area. Then please reset the table with clean cups and flatware for those members coming into eat. Organizers, helpers/servers and kitchen/cleanup crew usually serve themselves after breakfast is over

** Dinners: Helpers/Servers usually serve themselves after everyone is finished eating and the tables are cleared of dishes, food should be left in the kitchen for those meals - entertainment may be in progress, so a table may be set up for organizers to eat during entertainment or after dessert is served.

However, it's optional when organizers and helpers decide to eat – while everyone is eating or after all have eaten.

**Clean the tables of dishes, decorations, etc. Glasses need to be returned to the bar, ask members to bus their glasses. The Staff will take care of removing the tablecloths, tables and chairs; kitchen cleanup crew will take care of washing dishes and putting everything away. The Staff may need some help with the tables and chairs, but that is up to you and your helpers.

** Move anything from the kitchen that needs to be washed, over to the crew in the washing area and wipe the work surfaces clean

Leftovers

** The organizer and helpers need to pack up any leftovers and place in the walk-in refrigerator or freezer. Place them on the **USABLE FOR ANY MEAL** shelf or mark on it if placed in the freezer "Usable for any Meal".

** It is the Kitchen Director's job to decide what to do with leftovers. So be sure to call the Director and tell her what is left over so she/he can decide what to do with them.

** When you are ready to leave, PLEASE tie up garbage bags left in the kitchen, if they haven't been removed before you leave.

Important

Fill out the **report form** as accurately and in as much detail as you can. The report should then go to the office for the Staff to complete costs. They then put the completed form in the current meals book. Blank forms will be found at the front of the current season's notebook.

**REMEMBER – WE'RE ALL VOLUNTEERS
HAVE FUN**