

# TRES DIAS OF NORTH GEORGIA

# HEAD KITCHEN MANUAL

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1.0 CONTACT INFORMATION

There are two Food Management Couples for the North Georgia Tres Dias Secretariat. Your Rector will tell you which team is assigned to your weekend and you can record their names and phone numbers in the spaces provided below.

It is the **Head Kitchen’s responsibility to contact the Food Couple** approximately 1 month prior to the first team meeting (approximately 12 weeks prior to the weekend date) to review this manual. If your weekend is the 1st or 3rd weekend of the year, you will contact the Alpha Food Couple, if it is the 2nd or 4th weekend, you will contact the Omega Food Couple. You can find contact information for the Food couples on the North Georgia Tres Dias Website. [www.tdng.org](http://www.tdng.org).

**NORTH GEORGIA TRES DIAS SECRETARIAT FOOD MANAGEMENT COUPLE:**

**NAMES:**

Home Phone Number:

Cell Number:

Cell Number:

**Email:** [**food@ngtd.org**](mailto:food@ngtd.org)

**CAMP OF COLORS: 706-864-0764**

1. BEFORE YOUR FIRST MEETING

* Read this entire manual. If there is anything you are unsure about, please contact your Food Management Couple for clarification.
* The purpose of your meeting with the Food Management couple (at least one month before your first team meeting) is to review the Head Kitchen position and the Head Kitchen Manual (this book) with you. Please read this entire manual prior to this meeting, so you can ask any necessary questions. You will also receive your team meeting supplies box at this meeting.
* You will also receive palanca funds in the amount of $200.00 at this meeting. There will be no reimbursement for palanca expenses exceeding $200.00. This fund is used by the kitchen team for palanca to be used during meal time. The palanca can be decorations, food, music, props, etc. Whatever it is, it should be **recognizable** by the candidate and team as palanca. The Head Kitchen can write a note or this can be delegated to another kitchen cha and the note read during meal time.
* The team meeting supply box will include the following items: plates, cups, forks, knives, spoons, napkins, coffee (regular and decaffeinated), coffee filters, creamer, sugar, sweet and low, salt and pepper. You may need to add large knives to cut food, serving spoons, serving forks, a can opener, and other items to meet your specific needs. **The paper products will last for at least two team meetings.** After that, your Assistant Head Cha should have money to give you to purchase what you need for the rest of the team meetings.
* Review with the Rector their vision for the kitchen and any ideas they may have for meal selections (within the guidelines of the menus – see Section 4).
* You should meet with your Assistant Head Kitchen Cha(s) to begin discussing menu selections and themes.
* Discuss with the Rector and Assistant Head Cha the funds the kitchen will be receiving to be used for the supplies needed for the remaining team meetings. The turning in of receipts for these expenditures will be handled between you and the Assistant Head Cha.
* The Kitchen is responsible for making the refreshment schedule. You will determine the menu. Assign at least four people for the main entrée and two people to each of the other items for each meeting. You may want to ask a couple of kitchen chas to bring a two-liter drink to each meeting. REMEMBER, some people are coming to meetings straight from work and need to eat. Plan to feed 60-70 people.
* Food for the first team meeting is usually provided by the speaking and silent professors and/or the Head Chas (everyone that was at the Heads Meeting, minus the Rector).

1. TEAM MEETINGS

As outlined above, the kitchen will be responsible for serving refreshments at each team meeting. Paper/plastic products are to be provided by the kitchen for the team meetings. The team fee should cover this. You will get this money from the Assistant Head Cha. All receipts for this money will be given to the Assistant Head Cha. The Head Kitchen or Assistant Head Kitchen should call or email the people on the refreshment schedule each week to remind them to bring their food. A reminder - the meeting before they are scheduled - also helps to ensure adequate food amounts.

Discuss with your team how the kitchen works, split into teams. Stress the importance of resting and staying fresh. **Working teams allows each and every member of the kitchen team to be trained in all areas of the kitchen.** Even if someone wants to stay in one area, where they are comfortable, it is preferable for them to experience all the areas of service. They will be surprised how much they have to offer in ALL areas. This is where training makes a huge difference in the next time a team member serves in this area again.

The Food Couple will visit the team during one of the team meetings. They can meet with the kitchen during their section meeting, if desired and requested. Check with the Rector to see if section meetings can be done after secretariat introductions for this meeting.

* You need to arrive early to the team meetings to set up the serving areas and coordinate the food as it arrives. Plan to bring a cooler for ice if none is available.
* The Kitchen Team is responsible for serving and cleaning up after the meal. This is an excellent opportunity to train your Kitchen Chas. They want to help and learn, and this is the time to accomplish both. You can assign Kitchen Chas to be responsible for different activities during the meeting. These activities include set-up before the meeting, serving the food, serving the drinks, clean-up after the meal, etc. Remember, the meetings are usually at churches that allow us to use their facilities, so leave it cleaner than when you arrived as a “Thank you” to them for allowing us to use their space.

* During the announcement time you will be asked if you have any announcements. **ALWAYS** stand up and say thank you to the people who provided the food. Take this opportunity to emphasize how important the food is and your appreciation for people bringing it. About the second/third team meeting, begin to pass around a list for the team members to sign up and bring food to the reception. You can use the sample provided in this book, or choose to make your own.
* During announcement time, you need to address special diets for team members (see the Section 6.5). Team members who are not serving in the rollo room are responsible for supplying and preparing their own food when they come to the dining hall for their meals. Team members who are serving in the rollo room must supply their own meals but the kitchen is responsible for heating the food they have provided. Tell them to let consideration be their guide and to keep their meals similar to the menu so the candidates feel that everyone is treated the same. Remind the team that your first priority is to the candidates.

3.1 Section Meetings

After your first team meeting you will meet in section meetings each week. At this time you need to get to know your kitchen and guide them through the weekend procedures. This time is provided to build unity and community as a kitchen and to guide your kitchen through the weekend procedures. Take time to share your excitement, call, and vision for the kitchen as a ministry. Lift the Lord Jesus up and petition His direction, wisdom, and discernment. Be careful to organize your time wisely. There is not much time to cover everything. You will need to cover themes for meals, the skit (if there is one), palanca, Candidate/Emergency diet person, tea and coffee person.

This is the really fun time to watch God work. As your team talks together, all kitchen team members have a chance to offer their ideas and contributions they can bring to go along with the themes.

Time can be saved during section meetings by scheduling an extra day to work on palanca. It is a fun idea to include any team members that enjoy making palanca. You can also hand these projects out to various kitchen team members to be done before the weekend.

You should explain how the workload will be assigned during the weekend. Find out the talents and resources your team has. You should introduce the team concept to the team and decide on team leaders and how to divide up teams.

By the last team meeting, you can assign a few people to help call team members to remind them which food item they signed up to bring to the reception Thursday night at the camp. Also tell them to have their serving bowls clearly marked with their name so they can be returned afterwards.

* 1. Thursday Night Reception Sign-up Sheet

**Please sign-up for one of the items listed below. Bring enough to serve approximately 8-10 people.**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **FOOD ITEM** | **NAME** | **PHONE NUMBER** |
| **DRINKS** |  |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
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| **8.** |  |  |  |
| **9.** |  |  |  |
| **10.** |  |  |  |
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| **MEATS / MAINDISHES** |  |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
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| **14.** |  |  |  |
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| **16.** |  |  |  |
| **17.** |  |  |  |
| **18.** |  |  |  |
| **19.** |  |  |  |
| **20.** |  |  |  |
|  |  |  |  |
| **VEGETABLE TRAYS** |  |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |
| **9.** |  |  |  |
| **10.** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **FOOD ITEM** | **NAME** | **PHONE NUMBER** |
| **SALADS** |  |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |
| **9.** |  |  |  |
| **10** |  |  |  |
|  |  |  |  |
| **FRUIT TRAYS** |  |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |
| **9.** |  |  |  |
| **10.** |  |  |  |
|  |  |  |  |
| **DESSERTS** |  |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
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| **9.** |  |  |  |
| **10.** |  |  |  |

1. MENU SELECTIONS

The following pages should be used to make your menu selections for the weekend meals. Here are some things to remember when doing this:

Review the entire menu before making any selections.

You will prepare and serve a total of 3 breakfasts, 3 lunches and 2 dinners. Of these 8 meals, a minimum of 5 must be selected from the following menu options. The remaining meals, a maximum of 3, will be at your discretion. You may choose to select all 8 meals from the following menu options. The recipes for the meals chosen from the menu options will be included in the stay-ahead book provided by the Food Management Couple. **You must provide recipes and an ingredient list for your discretionary meals.**

The menus are designed to keep within an allotted budget. Any deviation from the outline in this manual **must be discussed with and approved by the Food Management Couple**. Any purchases made other than those discussed and agreed upon by the secretariat Food Management Couple will be considered palanca and will not be reimbursed by the secretariat.

You will be responsible for the purchase of all spices you may want to use – if they are not already in the food storage building. Please ask the Food Management Couple to check the storage building inventory for the specific spices you will need, before buying more. You will receive a list of food purchased for your weekend on Wednesday night by the Food Couple. You should be familiar with these items so when they are needed it is not a panic situation.

Sometimes an individual or group of team members will decide to bless the candidates with special palanca or food (ex: special desert or expensive menu item) for the weekend. This is an incredible blessing however, no team member should be asked to help pay for or reimburse this.

* 1. Food Choices

Check with your Rector to see if they have any preferences from **these choices**. Also, should you want a special meal to go with a theme, be sure and discuss this with your Rector as well.

**BREAKFAST**

* Scrambled eggs, choice of meat, choice of bread, choice of grits or oatmeal
* Egg Casserole (sausage or ham), choice of bread, choice of grits or oatmeal
* Biscuits w/ sausage gravy, scrambled eggs, choice of grits or oatmeal
* Hash brown casserole (sausage or ham), scrambled eggs, choice of bread
* French Toast casserole, choice of meat, choice of grits or oatmeal
* French Toast, choice of meat, choice of grits or oatmeal
* Pancakes, scrambled eggs, choice of meat, choice of grits or oatmeal

\*Meat choices are: Bacon or Sausage (links or patties)

\*Bread Choices are: Biscuit, Mini Muffins or Monkey Bread

**LUNCH**

* + - * Soup (Vegetable or Vegetable beef) with Baked Potato
      * Salad with Baked Potato
      * Mini Sandwiches (cucumber & pimento cheese) \*
      * Chicken Salad on croissant \*
      * Mini Sub with ham, turkey, cheese; served on hoagie roll \*
      * Bar-B-Que Pork Sandwich \*
      * Chicken Breast Sandwich \*
      * Hamburgers & Hot Dogs \*
      * Hamburger Sliders \*

\* All sandwiches come with chips and a pickle spear; Choice of baked beans or cole slaw

**DINNER**

**Frozen entrees:** Lasagna

Vegetable Lasagna Turkey Tetrazzini

**Non-Frozen** Turkey and Dressing

**(Prepared):** Baked Ham

Chicken Divan

Chicken Pot Pie

Chicken & Rice Casserole

Overnight Chicken Casserole

Spaghetti w/ Meat sauce

Slow cooker pulled pork

Beef tacos (chicken)

Chicken Parmesan

Meatloaf

Oven Baked Chicken

Brunswick Stew

Mexican lasagna

Hawaiian Chicken

**Vegetables:** Carrots (plain or glazed)

Sweet Potatoes (Yams)

Field peas with Snaps

Green Beans

Baby Lima Beans

Green Peas

Corn

\*can be either canned or frozen

**Bread:** Garlic Bread

French Bread

Dinner Rolls

**Dessert:** Apple Pie, Cherry Pie or Pecan Pie (all come prepared – you

simply need to bake)\*

Cheesecake

Peach Cobbler (prepared from the recipe on page 28.)\*

\*The pies and cobbler come with Vanilla Ice Cream, unless otherwise instructed.

* 1. Stock Items on Hand or Ordered for Each Weekend

Apples • Oranges • Bananas

Orange Juice • Apple Juice

Grits

Jelly

Salad Dressings

Yogurt • Cereal

Milk • Butter

Coffee • Tea • Lemonade Mix

Sugar

Creamer (“Half & Half”) individuals

Pickle Spears

Tomatoes

Onions

Spices and seasonings

Styrofoam coffee cups • Plastic Cups

Napkins • Paper Towels

Trash Can Liners

Aluminum Foil • Plastic Film • Pan Liners

Paper Table Covers

4.3 Menu Selection Form

**Please Make Choices for Each Day**

**Friday Breakfast:**

**Entrée\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bread\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Side Dish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Friday Lunch:**

**Entrée** (choice of one of the 9 options from page 9)

**Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Friday Dinner: Choose entree, vegetable, vegetable or salad, bread and desert.**

**Entrée**

**Vegetable**

**Vegetable or Salad**

**Bread**

**Dessert: Apple Pie\* Cherry Pie\* Pecan Pie**

**\* includes vanilla ice cream Peach Cobbler\***

**Saturday Breakfast:**

**Entrée\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bread\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Side Dish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Saturday Lunch:**

**Entrée** (choice of one of the 9 options from page 9)

**Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Saturday Dinner: Choose entree, vegetable, vegetable or salad, bread and desert.**

**Entrée**

**Vegetable**

**Vegetable or Salad**

**Bread**

**Dessert: Apple Pie\* Cherry Pie\* Pecan Pie**

**\* includes vanilla ice cream Peach Cobbler\***

**Sunday Breakfast:**

**Entrée\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bread\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Side Dish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sunday Lunch:**

**Entrée** (choice of one of the 9 options from page 9)

**Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. WEDNESDAY NIGHT/THURSDAY MORNING BEFORE THE WEEKEND

* The Head Kitchen cha and two Assistant Head Kitchen chas are required to be at the Camp of Colors on Wednesday evening. The Food Couple will meet with you at a time that you all have agreed upon to review the stay ahead book and to cover the kitchen equipment operation. Any other Kitchen Chas are welcome to attend, but not required. The more who hear the instructions, the better.
* The Head Kitchen will be given $125.00 cash. This is for Special Diet/emergency purchases. This money is for candidate food purchases or to purchase missing ingredients for the weekend only. This money may not be used for Palanca or any other purpose – **FOOD ONLY**. Instruct those you send to the store to make wise buys. If you spend more than the $125.00, you may not get reimbursed. BE SURE TO CHECK THE STORAGE BUILDING for existing inventory. You will turn in all receipts and/or remaining cash to the Food Couple on Sunday afternoon.
* The Food Couple will bring all items they purchase for you for the weekend from Sam’s Club, Kroger, etc. (items that were not purchased in bulk from US Foods). They will review with you what each item is for.
* Wednesday night is a good time to turn in your receipts for the $200.00 Palanca fund. This will avoid having to hurry and do this on Sunday.
* You should turn in your team meeting supply box to the Food Couple at this time also.
* The Head Kitchen and/or Assistant Head Kitchen need to plan on staying over Wednesday night or plan on being at the campground on Thursday morning no later than 7:00 AM. Verify that gate is unlocked and at least one side is open before 7am on Thursday morning. **The truck can arrive as early as 7am**. If the delivery driver comes and no one is there to receive the food, he will leave and there will be no food for the weekend. If the truck has not arrived by 1pm, please contact your Food Management Couple.
* When the food arrives on Thursday, let the driver unload all the food and then check it against the delivery order. Open and check all fresh produce to make sure that it is not spoiled. (ex: lettuce, tomatoes, potatoes).
* The Head and Assistant Heads are responsible for verifying all items are delivered. If an item is not delivered or an item is delivered that is not on the copy of the food order, contact the Food Couple before the US food truck leaves. DO NOT accept any food items that were not on the copy of the food order provided by the Food Couple.
* The Storeroom will also be receiving an order on the same truck. Their order will be on the same paperwork as the kitchen order, usually on the bottom. Remind the Head Storeroom on Wednesday night that when the truck arrives for them to be present in the kitchen.

1. THE WEEKEND
   1. **General Instructions to Communicate to Kitchen Chas**

* The Food Couple will provide paper plates, plastic cups, plastic ware, and napkins for **Reception Thursday night**, **Saturday Serenade and Sunday Lunch**.

* Leftover food from each meal should be stored in the Zip-lock bags provided. ALL LEFTOVERS CAN BE USED SOMEWHERE. Some of this food can be used for the Serenade on Saturday night . Discuss with the Food Couple how to disperse the rest of the leftovers.
* **Men’s Weekend NOTE :** All food that will not expire before the women’s weekend, such as produce, dairy items, etc… should be left in the appropriate place in the kitchen at the end of the weekend. You must assure that ½ case of the apples and oranges are held back for the women’s weekend.
* Please wear your name tag at all times.
* Remember, we are here to **SERVE**. No Candidate should **ever** get anything for himself or herself.
* Please anticipate the needs of the candidates, but try not to disturb their conversations.
* Please be PROMPT in reporting for “duty” in the Kitchen.
* Remind the chas to let you know where they are at all times. This is especially important due to unanticipated schedule adjustments, Prayer Palanca “pulls”, etc.
* Please don’t leave your area until all work is caught up. If you need help, please ask.
* Encourage them to see you or an assistant if they encounter a problem that they cannot handle. If you can’t handle it, seek help from the Assistant Head Cha.
* Make the most of your opportunities to rest. “Take a break.”
* Have fun, be yourself…. And exercise your love and charity, forgiveness, patience, sense of humor, cooperation, compassion, obedience, commitment, trust, flexibility, and smile, smile, smile.
  1. Dining Room
* The dining room is beautiful and can be used in many table arrangements. Whatever table arrangement you choose, please verify that there is adequate seating for the actual number of candidates and team members.
* Each table is 8 feet long and can seat 10 people when set up individually.
* There are 20 tables and white paper table covers will be provided.
* Please do not drag tables across the floor.
* To clean dining room, just sweep and damp mop when necessary.
* Do not put tape on walls.
  1. Decorating

Themes and decorations for the weekend are strictly up to the kitchen. We suggest you keep it **E**asy, **E**njoyable, and **E**ffective. Don’t say, “What more can we do?” Say, “Can we create the atmosphere we want in an easier way?”

* Will this help capture the hearts of others for Jesus?
* Does this fit in with the plan God has set before me/us?
* Will this task help me/us and others grow closer to the Lord?
* Can I do this without taking away from the time I’ve already committed?
  1. Palanca

The community will supply kitchen palanca (both table palanca and baked palanca) for the weekend, as well as the palanca for the Rollo room. You must get with the Head Palanca Cha on Thursday night and go over the Palanca that has been received to see if you can use any of it in the kitchen. Ask them which Palanca you can use and take it to the kitchen. If palanca is given directly to the kitchen make sure that the Head Palanca Cha knows about it so that it can be logged into the palanca book.

* 1. Special Diet

You will need to assign a kitchen cha for this. If a Kitchen Cha is a nurse or nutritionist, they are preferable. Special diet candidates are those who have food restrictions for medical or religious reasons. You will need to accommodate their restrictions at each meal. You will receive information about special diet candidates from the Rector’s Report which will be provided to you shortly before the start of the weekend. After you determine the special foods you will need, you may purchase those from the Super Walmart in Dahlonega or Ingle’s on GA400 with the special diet fund provided.

Review the menu with the candidate who has special needs to see what they can and cannot eat. **NOTE:** If candidate is diabetic – be sure the table cha is aware of this – so they can provide a sandwich, if necessary, on Sunday – prior to closing (if closing is running past 4:30).

Receipts must be turned in for all purchases.

**All team members** with special diets must supply their own food. The kitchen will prepare meals for the Professors, Rector, Head and Assistant Head Cha, Table Chas because they cannot leave the Rollo room to prepare their own meals. All other team members with dietary restrictions are required to prepare their own meals.

* 1. Additional Important Information
* At the Rector’s option, the Dorm Chas may wish to prepare a snack tray for Friday for the candidates to have after discussion time. The kitchen may choose to do this for the Dorm Chas so the trays will be ready when needed.
* Food is not purchased for the serenade. Please use leftover food from the weekend.
  1. Sunday Final Clean Up

The complete clean up list will be located in the back of the stay ahead book provided by the food couple. The following information should be communicated to your chas at one of the section meetings to prepare them for the weekend.

* After Sunday lunch all tables must be wiped down and put back in storage. Dining room must be swept and mopped.
* Dining Room needs to be setup for closing.

* Drink room must be cleaned, as well as, the equipment. Put all left over tea & coffee in the storage building.
* The stove, ovens and convection oven must be cleaned and dried. No abrasive cleaners to be used. Drip pans must be washed, dried and new foil put back in place.
* The inside of the coolers must be wiped down.
* All towels, dish cloths and table linens must be washed, dried and folded and then put away.
* The trap for the dishwasher must be cleaned out.
* All garbage must be put in the dumpster. Not stacked on top or along the sides. All boxes need to flattened before being put in the dumpster.
* All cutlery, pitchers, juice glasses, beverage glasses, plates and coffee cups must be counted, and totals given to the Food Management Couple.