

## KITCHEN JOB DESCRIPTION

### **BASIC:**

We ask you to arrive at 5:00 pm. Please place your coats, etc. on the hooks behind the door. Pick up the key fob from the Director's office hanging on the side of the file cabinet. There are Family Promise aprons hanging by the door or in a basket on the shelving to use while in the kitchen. Please wash your hands in the hand washing sink following the 20 second procedure outlined on the wall. If you are touching food, you will need to wear disposable gloves.

### **MAIN MEAL**

The main meal will come from the Poverello Center, our commissary kitchen (transported by DIR) at around 5:00 pm Monday through Friday. The Director is the SafeServ person and will temp the food and record the temp and put it in the warming oven (next to the freezer) All food can stay covered until just before serving. Saturday and Sunday leftovers are served. Someone needs to come in around 4:30 to warm up thr

The dinner hours are from 5:30pm until 7:00 pm.

**Leftovers:** Saturday and Sunday leftovers are served. Someone needs to come in around 4:30 to warm up the leftovers. The ovens in the resident cooking area can be used to warm up the food. Feel free to be creative in how you use the leftovers.

### **SALAD AND DESSERT PREPARATION**

All salad supplies and desserts need to be purchased at a store or prepared in the kitchen here, per Health Department rules. Any food that needs rinsing or washing needs to be done in the prep sink; the separate sink near the refrigerator. Do not use the triple sink for this or the handwashing sink.

- There are bowls, knives, and utensils in the island in the kitchen for you to use. Cutting boards are stored next to the refrigerator.
- There usually are a number of bottles of salad dressing in the refrigerator to use. Consider using those before opening a new bottle. If you leave a bottle, please put the date on it using the marker hanging from the green shelving.

### **DISHWASHER**

All dishes, food serving items need to be washed and sterilized in the dishwasher. There are directions on the wall right next to the dishwasher, including shutting down. When you first arrive, start up the dishwasher following the directions on the wall.

- Turn dishwasher on - the master switch only
- Run 3 cycles. Wait for green light each time before opening the door (the green light does not turn off the first cycle so listen for it to be done)

## SET UP TO SERVE FOOD

Family Promise paid staff will deliver the food, temp it (above 140 degrees) and put it in the warming oven (next to the freezer) . Volunteers should turn on warmers and cold trays in the serving table using the master switches only and place the Pov food in the hot trays.



Set up the serving area



- Roll up the windows: by serving window and by cleanup window by dishwasher
- Wash hands in handwashing sink and put on gloves
- Prepare salads/ fruit in the kitchen- use the food prep sink by refrigerator for cleaning any food.
- Residents are in charge of their own beverages
- SERVE from 5:30-7:00 - may add more shifts as numbers increase
- Please be cordial to all guests. You are encouraged to visit with them, greet the children, etc.
- Feel welcome to eat with guests after the bulk of folks are served- Family Promise style! But with COVID protocols
- There is a sheet on the refrigerator to note what food is being served. There is also a column for comments to write down comments about the meal both good and bad - (ie. too much vegetable, kids really liked the chicken.)
- Please also tally the number people served and put that number in the appropriate column
- On Sundays, run a load of kitchen laundry in laundry room upstairs- quarters found by Directors computer.

## CLEANUP

- Turn off food warmer master switch and cold/salad switch and warming oven. If you would like to leave your leftover salads and desserts for leftover day on **Saturdays and** Sundays, thank you. Check the refrigerator to help decide what foods to save or throw away.
- Food from the Poverello Center should be put into the **aluminum containers or the smaller half size containers** under the center counter if there is a lot of it (makes it easier to warm up on Sunday)
- **Please wrap food with plastic food wrap or aluminum foil or put in Ziploc bags. Please label all leftover food with the date and contents (pen hanging on green shelving). In addition, there is a sheet on the refrigerator to write down the food you are storing.**
- There is a green compost bucket **in the kitchen** where you can put food that doesn't look like it will be good leftovers. **Use this bucket on Sunday to throw away any extra food.**
- Wipe the counter tops around the warmer area. Please use spray sanitizer and a clean cloth. All stainless steel surfaces should also be wiped with oxiver disinfectant and polished after it dries.

## DISHES:

Guests will bring their dishes to the cart outside the window by dishwasher. Please rinse all dishes before running them through the dishwasher.

- Air dry all dishes, then return to the appropriate place.
- Wash the pans from the Poverello upside down in the dishwasher. Return 3 empty food pans to the black CAMBRO container to return to the Poverello. (If you keep pans in the refrigerator, use one of the clean ones under the counter for the return)
- Shut down dishwasher **master switch** only
  - Turn dishwasher off and let cool for a few minutes
  - Line the water wands up so you can access the drains
  - Remove screen (horizontal)
  - Remove plug to empty water
  - After you drain the dishwasher, you will see the vertical screen.
  - Remove screen (vertical)
  - Clean screens and put back in their spots
  - Clean the sink and it's screens in the rinse sink
  - Use the Squeegie to wipe down the stainless steel counters on either side of the dishwasher



## OTHER CLEANUP CHORES

- Roll down window by the dishwasher and serving window
- Mop floor- mop and bucket are in the cleaning closet in the hall next to the door to the kitchen. Add one capful of cleaning liquid to the mop bucket.
- Rinse wash bucket and return to closet
- Take out trash from the kitchen (out front door and on the east side of the building)- Note: you can use the key fob to get back into the building when the door is locked.
  - **The green compost bucket can be emptied into a large green compost barrel next to the garbage cans.**
- Check to be sure that both kitchen doors are locked before returning the key fob to office

- *Be sure to note the number of people served on the Food Form on the Refrigerator*

### **GUEST RESPONSIBILITIES**

Guests are responsible for cleaning their eating area. You can encourage them to do that. A resident has a chore of wiping down tables and chairs after eating, so they are clean for the next meal.