

Community Kitchen Jobs

Lead Cook/Chef

- Plan the meal: I am here to help as much as you would like. You can take total charge of the meal planning, or as much as you are comfortable with. There is a reference book “Food for Fifty” which has recipes for large groups. I also have a copy of my own. This can be borrowed for the meal planning process. We are serving a total of 115-120 meals currently (“to-go”/house-bound, in-house dining, and take-home meals afterwards). Contact Church Office for more information.
- There is a separate salad “crew” who will make a green salad.
- Food supplies: There are commodities that are provided by Community Kitchen including meats, canned vegetables and other canned items, and milk. I am happy to “shop” in the pantry for you or with you. You can purchase any other food products that you will need, or I will purchase them for you. All purchases are reimbursable through the Church Deacons. Just provide the receipt to me or give the receipts to the Deacons Treasurer for reimbursement.
- St. John’s Kitchen: The kitchen has a commercial stove with two large ovens, six burners, and a grill. There is also a commercial Hobart mixer.
- Have the meal done for the home delivery group by 2:45 pm (typically 35-40 servings). The rest should be ready to serve by 4:30 pm.

Salad Crew

- Plan a shopping list for green salad and dressing for 115-120.
- Do the shopping, or request that the coordinator assigns the shopping.
- Be at St. John’s between noon and 2:00 pm, to clean and cut the vegetables and prepare salad (without dressing) before 2:00 pm.
- Package 35-40 individual salads in the to-go containers, along with condiment containers of dressing for the to go bags.
- Refrigerate the salads and large salad bowl for the in-house dinner service.
- Generally, this job is done by 2:30 pm.

Desserts

- **“To-Go”:** prepare 50 bagged desserts by 2:30 pm to be delivered
- **In-House Desserts:** prepare 65 desserts by 2:30 pm.

Decorate and Set Tables

- Arrive by 2:00 pm

- Clean tables first using a cleaner with bleach.
- Set the table with paper placemats, utensils, and glasses, salt and pepper.

Beverages

- Arrive by 3:00 pm
- Set up mugs, sweetener packets, sugar dispensers, and tea bags on the beverage table.
- Put one pitcher of water on each table.
- Make coffee at 3:00 pm. When done, put the coffee container on its warming burner on the beverage table. The power outlet is near the serving window. Be sure to put a bowl or napkins below the spout to catch any drips.
- If juice is being served, place it on the table at 3:30 pm along with a gallon of milk.
- Your task should be completed by 3:30 pm.

Greeter

- Arrive by 3:15 pm.
- Put the Community Kitchen sign out to welcome guests, if not done already.
- Unlock the front glass doors at 3:30 pm (the hex key is in the drawer next to the dishwasher). Open the inner doors leading to the dinner hall.
- Greet guests as they arrive.
- Watch the restrooms to make sure people are not lingering there more than a reasonable amount of time.
- Assist guests in any way necessary to make them feel welcome.

Kitchen Servers

- Arrive by 2:45 pm
- When you arrive, stow away coats, purses, etc in the closet near the sink in the kitchen.
- Wash your hands and glove up.
- The first phase of your tasks is to bag the to-go bags for the house-bound and the second is to serve up dinner for in-house guests.
- **To-Go Bags**
 - Prepare space to fill to-go bags. Count out enough bags to equal the number of deliveries required (typically between 35-40)
 - Each bag will have a main course, salad, dessert, napkin, and plastic utensils. Other items may be included depending on the meal served.

- Fill the “to-go clam shells” with the main course, hot vegetables, and any other hot items.
- The salads will be in the small “to-go packaging” in the refrigerator.
- When the bag has been filled, put one tie in the top to keep it from opening and put the bags on the “to-go table.”
- This task needs to be completed by ~3:00 pm when the delivery drivers arrive.
- Note how many “to-go bags” are picked up by the drivers on the sign-in sheet.
- **In-House Dining**
 - Get out and count 50 dinner plates and salad plates (or bowls if soup is being served). Place napkins every 10 dishes/bowls to help keep track of the number of people served.
 - At 4:30 pm, someone will pray before dinner is served.
 - Ask one of the dining room servers to give you a count of the number of guests seated for dinner.
 - Dish up salads first and put them in the “serving widow.”
 - When salads are served to everyone, begin the main course service.
 - Use the large plates or bowls to dish up the main course.
 - Guests may request seconds after 5:00 pm. We want to make sure there is enough for everyone to have a meal before offering seconds.
 - All second servings must be put onto clean plates. No dirty plates can come back into the kitchen through the serving window.
 - We can provide “to-go” food, however, the guests are supposed to provide their own containers. Each of these meals also needs to be counted in the total meals served count. If there is 100 or more servings left (but not less than that), they can be taken to Everett Gospel Mission.
 - Dinner service ends at 6:00 pm.
- Note how many meals are served, including seconds, and take-home meals at the end of the evening on the sign in sheet.
- At 6:00 pm, give the remaining food to anyone who desires them.

Dining Room Server/Bussing Tables

- Arrive by 4:15 pm.
- When you arrive, stow coats, purses, etc. in the closet near the sink in the kitchen.
- Wash up and glove up for service.

- You are encouraged to greet guests as they arrive and help them feel welcomed. Feel free to visit but allow them space to visit with their table partners as well.
- After the dinner prayer is given at 4:30 pm, you will deliver salads first, then main course to the guests at their table.
 - Salads will be passed through the “serving window” first.
 - After everyone has received a salad, begin delivering the main course.
- Continue serving until everyone has received a meal.
- Serve the desserts when it seems timely, generally when the first wave of main course is served.
- Guests may request “seconds” after 5:00 pm. Try to hold off until 5:00 pm as some guests will not arrive until close to 6:00 pm. All seconds must be served on fresh plates from the kitchen.
- When guests begin finishing their meal, two servers will switch to bussing tables.
 - Pick up dishes and take them to the bins at the front of the hall.
 - Scrape any leftovers into the garbage.
 - Separate plates/bowls; cups/glasses; and silverware into 3 different bins to make dishwashing easier.
 - Once you have bussed a table, you may NOT return to serving until you have put on fresh gloves.
- Guests may request a meal to take home. In general, they are to provide their own containers. I will try to have a few clean containers in the kitchen for those guests who might need them. There may be some containers below the sink near the coffee maker.

Commercial Dishwasher

- Arrive by 4:15 pm.
- Fill 3 large tubs with warm soapy water and place them on the table in the main hall for dirty dishes.
- The tubs will be pushed down the ramp as they fill up.
- There are instructions to run the dishwasher posted near the equipment.
- All utensils, plates, cups, etc. should be rinsed before being run through the dishwasher, as the machine is more of a sterilizer/sanitizer than a dishwasher. Use the sprayer to the left of the washer to take care of this. Utensils may need to be run twice to clean them.
- After dishes are washed, let them air dry.
- Dishes should be put away in their proper cupboards and containers.

- Make sure the dishwasher is drained and turned off at the end of the evening, and the power booster is turned off.
- Clean the mesh screen of food debris and wipe down counters.
- Turn off the water supply to the wand near dishwasher.

Hand Dishwasher

- Arrive by 4:15 pm.
- Wash the larger pots and pans, trays, and other equipment that is too large to be put through the commercial dishwasher.
- Wash, dry, and put away in the cupboards and/or on metal rack.

Cleanup Crew

- Arrive by 5:30 pm
- **Parish Hall**
 - Wipe down tables and chairs in the parish hall
 - Mop up spills and sweep parish hall
 - Check the bathrooms and clean floors if needed
 - At 6:00 pm, bring in signs from the front of the church, close and lock outer doors (key is to the right of the dishwasher in the drawer)
- **Kitchen**
 - Make sure ovens, burners, and grill are all turned off.
 - Clean the stove top and grill. Please note that there are special cleaning instructions posted above the grill. Please only use approved materials and oil on it.
 - Wipe up any spills within the ovens.
 - Wipe down all counter tops.
 - Sweep the floors and mop up any spills.
- **Garbage and Recycling**
 - Empty the garbage from the kitchen and the parish hall. Tie bags and take them out to the blue dumpster and the bank parking lot. (The dumpster will require a key).
 - Empty the recycle bins from the parish hall and the kitchen into the green recycle container located to the right of the blue dumpster.
 - Put fresh liners in the garbage containers. They are located to the right of the sink in the lower cabinet. No liners in the recycle containers please.
- **Lock Up Tasks**
 - Close all windows in the parish hall and kitchen.
 - Turn off fans

- Check for people and clear facility.
- Verify all exits including basement door are properly shut and locked.
- Turn off all lights in the kitchen, parish hall, hall by kitchen, switch at top of stairs.
- Lock the door and deadbolt as you leave (unless a group is meeting).
- Lock the metal fence as you leave.

Laundry

- Collect dirty towels and bring them back to church when laundered.