

WEDNESDAY KITCHEN COORDINATOR JOB DESCRIPTION

4:00 – 8:00 PM WEDNESDAYS DURING PTL SESSIONS

August thru November and January thru April

Wednesday Kitchen Coordinator – responsible to Director of Discipleship Ministries; enlist and direct volunteers as needed. Job responsibilities include but are not limited to:

ROOM SET UP: Tables and chairs are set up by facilities manager and sexton, usually on Tuesday, unless another event necessitates them to do it on Wednesday morning.

MEAL SET UP

FELLOWSHIP HALL

Tablecloths

Tablecloths are in plastic bin on floor under shelf in center of pantry.

Brown table cloths are for serving tables. Others are for round tables. Place one on each table.

Drinks (for 50-60 people)

LEMONADE

Use plastic glass 3 gallon canister; one pack of lemonade (in bin in pantry) makes 2 gallons.

Add 1 and ½ packs of lemonade powder to water and fill 2/3 to ¾ from top; add ice to top.

Place remaining half pack in Ziploc bag and put in PTL bin in pantry.

TEA

Boil small pot of water; when it comes to a boil, remove from heat and add 3-4 tea bags (to make 3 gallons) (in plastic bin in pantry); let sit 5-10 minutes.

Pour into metal drink canister (says sweet tea & holds 5 gallons, we only need 3).

Add 4 cups sugar; stir; add cold water 3/5 of way up; add ice; we do not make unsweet tea.

WATER: Use plastic glass 3 gallon canister; fill halfway; add ice.

ICE: Fill medium sized metal bowl with ice; place scoop in front of it.

Salad

Put out salad bowls, plastic tongs, spoons and glass bowls (onions, green peppers, tomatoes).

Lettuce is served from aluminum pans it comes in.

Tomatoes, green peppers, and onions are put into glass bowls.

Pour dressings into glass bowls and set on table with serving spoons.

Other

Set out butter, salt & pepper shakers.

Set out utensil tray – two slots for forks, one for knives, one for spoons.

Set out napkins near utensil tray.

SERVING AREA

Steam Table: in serving area; remove lids and place on counter at back of kitchen.

Remove pans in steam table; add 1 quart of water in bottom of each steam unit.

Replace pans above the water; do not cover.

Plug steamer cord into special outlet on wall next to kitchen.

Turn on each unit at 5:00 pm to highest setting. Units heat quickly.

Warmer: Pour water in deep slot in bottom of warmer. Push power knob, push head knob and adjust heat button. Turn on at 4:15 pm for pizza/chicken/tater tots/fries.

Dessert: Is dished out after caterer leaves; do 5-8 less than # of reservations; some go in to-go boxes.

Serve dessert onto dessert bowls or plates, whichever is appropriate.

Place onto cart to carry them out to dessert table in serving area.

Alternative Meal (served from a cart in the serving area)

PRE-HEAT SINGLE STEAMER FOR CHICKEN TENDERS AND FRENCH FRIES/TATER TOTS.

CHICKEN TENDERS: Ordered by DDM in advance.

Pick up order from Ingles at 4 pm; cut all pieces of chicken in half.

Divide in half and place in two separate small aluminum pans.

FRIES/TATER TOTS: in freezer in hall outside kitchen.

Heat convection oven to 350-400 degrees for fries or tater tots.

Use two large baking pans; place one parchment sheet on each pan.

Spread French fries/tots on other pan (one bag serves about 20).

Place both pans in the convection oven.

Bake according to package directions.

Get out two small aluminum pans and place fries/tots in each (half in each).

Place on cart and wheel out to end of the serving tables.

Place ketchup, ranch, and honey mustard dressing on table in serving area with sauce cups.

PIZZA: Ordered by DDM from Little Caesar's (usually 6-7 pizzas: 4 cheese/3 pepperoni)

Pick up at 4 pm. Place in warmer in kitchen (see warmer for details).

Dishes: Plates, cups, salad bowls, dessert plates & bowls are in pantry; silverware is in the drawers. Glasses are under the metal counter. (see checklist)

Meet Caterer

Ask caterer about serving portions per pan especially if more than one pan per food item.

Place carts at entrance of side door of gym for caterer to use.

Place any pans left by the caterer from the previous week's meal on the cart.

Caterer will deliver most food in aluminum pans; place pans in warmer in kitchen until 5:15. (see warmer)

Determine serving utensils needed and get from the PTL bin in pantry.

SERVING

Meat – if portion is large, cut a few in half for adults who request a half-piece and for children.

Fix to-go boxes as diners go through line or make note to fix them later.

If casseroles, can get approximately 35 to 40 servings per pan.

Check list for totals; determine servings needed out of each pan to be sure we have enough.

Diners may not have seconds until all are served or we are certain there is enough food.

Those buying the alternative meals do not get rolls or bread or dessert until all are served if they are asking for them. Dessert for alternative meals are cookies or ice cream.

CLEAN UP

FOOD: Place food in easily transportable containers (Ziploc bags, plastic containers or smaller aluminum pans; excess food is taken to Haven of Rest Women's Ministries).

DISHWASHER: Turn on button at rear of machine; close doors; push start and let fill; lift doors.

Insert tray with dishes, utensils, etc.; close doors; hit start.

Wash any items used: tableware, utensils, kitchenware, glasses. If only a few items, wash in sink.

Place cart in serving area under kitchen window. Place trash can next to cart.

Place wash tub on metal table next to dishwasher; add hot water and soap for utensils to soak in.

STEAM TABLE & INDIVIDUAL STEAMER: Turn off at 6:15; at 6:15 carry food to kitchen.

Wash aluminum pans that clean easily (salad/bread/etc.); dispose of others.

Remove metal pans; use shop vac to withdraw water from steam table.

TABLES: Wipe down table cloths; let dry, fold up and put in pink bin and back into pantry.

TRASH: Carry out trash bags to dumpster from fellowship hall and kitchen; replace bags with liners.

FLOORS: Sweep and mop as needed.