




# How to Run the Kitchen:

Topic	Notes
<p>Schedule</p> 	<p>The schedule of who is working and their responsibility is posted on the fridge. Contact information for Board members is on the bulletin area outside the kitchen.</p> <p><u>Only the person</u> with Smart Serve <b>listed on the schedule</b> may serve alcohol. <b>**If there is no responsible person with Smart Serve the kitchen, alcohol must not be sold/served.</b></p> <p>For events where food made elsewhere and is donated for the event, <u>one person</u> will be responsible for the Food Donations sheet.</p> 
<p>Access</p>	<p>Only the people working, <i>according to the schedule</i>, should be allowed in. It is suggested that you <i>keep the door closed</i> to discourage others. Children are NOT allowed in the kitchen during any event, for safety reasons. Lock the doors &amp; counter areas at the end of your shift or if the kitchen is left unattended. This includes end of shift for Mile Hill events.</p>
<p>Cupboards</p>	<p>Please put everything back where it came from. Most cupboards are labelled with contents. This helps the next crew coming into the kitchen!</p>
<p>Sinks</p>	<p>Public Health requires that a separate sink be used for hand-washing. See instructions over the small individual sink for hand-washing technique.</p> <p>Washing cups, plates, cutlery, etc: Use the instructions on the wall.</p> <ul style="list-style-type: none"> <li>✓ Use HOT water in all 3 sinks.</li> </ul> <p>Note the use of 1 cap of bleach in the middle sink. Clear, rinse water goes in the right-hand sink.</p> 
<p>Grinder</p>	<p>At the end of a function, check the grinder pump in the furnace room. (Located along the outside wall, close the kitchen wall, along the drain line)</p> <p>The trap is removed by unscrewing the 4 bolts (they can be loosened with your fingers) Dump any food particles that have collected, rinse the unit and replace it.</p>
<p>Counters &amp; floors</p>	<p>Use the counter near the door for regular kitchen items (coffee/tea/pop/water). Use the far counter for the bar service (if applicable).</p> <p>At the end of the evening:</p> <ul style="list-style-type: none"> <li>• wash all countertops</li> <li>• dispose of garbage, bottle caps, etc.</li> <li>• sweep the floor.</li> </ul>

Donated  
food

If donated food items are to be sold, each item **MUST BE LABELLED** by the person who made it with their address and phone #. To protect the Community Centre from **potential liability** we must track source of all food items brought in. If unsure if it was home-made or purchased by the donator, put it on the list, anyway.

*Do not guess; do not label it yourself; do not make up information*

.Transfer this information to the Public Health sheet for donated items.



- Write the name of the contact person (identified on the schedule) for the event. If there are problems, this is the person that the Public Health Unit will contact for information.
- At the end of the evening, leave the sheet in the folder and it will be filed by the Board Secretary.
- **If an item has not been labelled, do not use it.**

At the beginning of your shift, cut and plate food items for quick sale. If they are sitting for a while, cover them with a clean cloth.

At the end of the shift, return unsold portions to the original container and cover with plastic wrap (if no reusable cover was provided by the donator)

Warmers

Before adding food to the trays, heat them up by:

Fill bottom pan to the bottom of the top pan using hot water from kitchen taps  
Light Sterno cans to keep water warm.

Periodically through the event:

Check food temperature periodically to ensure that it is kept at 140° or warmer.

Use a clean thermometer to check each tray.

Use alcohol wipes to clean thermometer.



Money

1. Locate the money float for your evening. Floats for multiple days/evenings are separated and identified by date and by kitchen & bar (if alcohol is being served)
2. Count the float and enter the total on the 1<sup>st</sup> line of the tally sheet.
3. Set up your money, keeping bar and kitchen money separate.
4. At the end of the evening, count the money from the 2 tills and complete the tally sheet for each till (i.e. keep regular kitchen & bar separate)
5. Please provide your name & phone # should the Treasurer have any questions.
6. Deliver the money as per individual agreements.

Water	<p>Use only potable water that has been <i>drawn from a tested well</i> for coffee/tea, juice, etc.</p> <p>Large urn (50 cups) ¾ lb. of coffee. This urn requires about 1 hour of brewing time. Once it is finished, remove the filter and stem and replenish from the counter-top coffee maker as required.</p> <p>Counter-top coffee maker (see instructions posted). Uses 1 Styrofoam cup filled to bottom line for each pot of coffee made.</p> <p>Use a small urn to make hot water for tea.</p>
Coffee/tea	<p>Next to the coffee &amp; water urns, put out:</p> <ul style="list-style-type: none"> <li>• Creamers. Put ice in the bottom of a large bowl, put a smaller bowl of creamers on top of the ice.</li> <li>• Sugar packets and sugar-alternatives</li> <li>• Tea bags</li> <li>• Spoons to stir the coffee</li> <li>• Small garbage for the empty creamers</li> <li>• Bowl for tea bags (to be composted). Put the “We Compost Tea Bags” sign near the bowl.</li> </ul>
Garbage & composting	<p>The Board is endeavouring to use the least amount of plastics &amp; Styrofoam. Use washable cups, spoons, etc. wherever possible to reduce the impact on the Gillies landfill.</p> <p>Where possible, coffee grounds and tea bags should be collected and removed for composting.</p>
Cups	<p>Retrieve glass cups from the cupboard. Do NOT use Styrofoam. The Board, wherever possible, is committed to reducing the impact of Community Centre events, on the Gillies landfill.</p> <p>Keep them on your side of the counter.</p> <p>** During winter, it is a good idea to run warm water through the cold cups to warm them up before pouring hot coffee/tea into them.</p>
Glasses	<p>Sell the customer an empty cup and indicate where the urns are located.</p> <p>Use disposable glasses for wine &amp; beer, if applicable, and until reusable ones are available. These are located under the counter.</p>
Display	<p>From the old cooler, retrieve and set up a display of:</p> <ul style="list-style-type: none"> <li>• Chocolate bars</li> <li>• Potato chips</li> <li>• Candy (exception: do not bother with candy for Mile Hill productions)</li> </ul>

Garbage

Check the fridge to ensure a supply of pop & water. Add supplies to the fridge as needed from the extras stored under the counter.  
Do not add more than 1 case of each type of pop.

At the end of the function, gather up all garbage, recycling, etc. and put tied bags in furnace room for pickup.

Replace the bags in the containers (extra bags in storage area in front foyer).

Signage

Signage is kept in the kitchen open cupboards next to the door, in a folder marked "Signs"

Regular price list is on the fridge.

- Coffee (or tea/pop/ water)& pie events, charge \$3.50 Pie on its own is \$2.50
- There is no combination price for beer & pie. Charge separately (\$2.50 + \$3.00).



Alcohol price list is on the wall (if applicable)[\$3.00 for wine or beer]

Public Health notice re: donated food is on the bulletin area outside the kitchen door.

- ✓ *Check to make sure it is there if you are selling foods made outside the Com Centre*

"No alcohol beyond..." must be at all exits, as the liquor license only covers consumption inside the Community Centre.

For Mile Hill events, put the signs at the bottom of the stairs to prevent patrons from taking items into the main hall and at the bottom of the stairs to the side entrance.

"Liquor License" must be visibly displayed in the bar area

- ✓ *Check to make sure the applicable signage is displayed.*



Borrowing/  
Taking  
Home

If you take items home to clean (e.g. tea towels) please leave a note as to where they went.

Please do NOT borrow items from the kitchen without first checking with a Board member.

Thank you for volunteering

to make this event a success for

**The Gillies Community Centre.**