

BUF Community Night Dinner

Best Practices / How To Directions for Cooks

Prior to Wednesday night

- 1) If you want a consistent team, ask your friends for commitments to your team and dates.
- 2) Use Sign-Up Genius to claim the dates you have primary cooking responsibilities.
- 3) On the Sunday before your cooking date, determine your menu. Please check the kitchen freezers and refrigerators to see if there is something there you can utilize. With your menu in mind, check the ingredients list to see what is already on hand in the kitchen. Create your shopping list. Check the 'purchase' list taped inside the pantry - and add any of these items that make sense. We also buy the Half and Half for Coffee hour so check to see if there is at least a full half gallon in the fridge - if not, add it to your list. Also - while going through the freezers and fridge - feel free to throw away any items that clearly should not be eaten!
- 4) On the Monday before your cooking date, check Sign-Up Genius to see if there are any spots that need filling. Submit an article to the BUF Mid-Week Update (mwu@buf.org) and BUF-News (buf-news@buf.org) giving your menu and list any spots that still need filling on the team. Refer folks to Sign-up Genius to enter their names (or if you are okay with it - you might want to give your phone number for the many people in the congregation who don't like using Sign-Up Genius.

- 5) On Tuesday or Wednesday - go shopping! We use Cash and Carry (405 Ohio St) for large volume items and WinCo for smaller quantities. Save all receipts!!
- 6) If anything on your recipe requires an overnight marinate, soak, or rest - start that at home Tuesday night. Please note that we prefer all cooking be done at BUF and that we reserve the kitchen on Tuesday late afternoons in case you need to get a jump on anything.

On Wednesday

- 1) At home, review Sign-up Genius and make any last minute call out you may need (or plan accordingly).
- 2) Make sure you have copies of all recipes. Review these and assemble any items that are at your house that you need to take to church. You can use one of the kitchen carts (and the elevator) to transport everything from your car to the kitchen.
- 3) Make a list of tasks that can be assigned to your prep helpers.
- 4) Make sure a new bleach bucket is ready for clean-ups.
- 5) Greet your team and remind folks that the bleach water should be used for clean-ups (and should be replaced every 2 hours), everyone should wash their hands at the handwash sink, and gloves should be worn when working with food that will not be cooked,
- 6) Assemble all ingredients for a recipe, make assignments, determine schedule for starting each dish, and start prepping.
- 7) Write the menu on the whiteboard and place it at the food of the stairs.
- 8) Please run a load of kitchen towels and aprons if you can. You are going to be generating used towels and aprons! Please never put

wet items in the bag - put them on the rack to dry first so they don't spoil. NOTE: As of 09/17 we are still having to take these home to wash and dry but VERY SOON we will have a washer and dryer installed near the kitchen and so this direction is for that future.

- 9) Determine how each food will be served and assemble the best unit (chafing dish, bowl, platter, etc.) and serving utensils for each.
- 10) If you use the last of anything in the kitchen - write it on the 'purchase' list taped inside the pantry. If you have the time, send that list to the cooks scheduled for next week (you can see this on the whiteboard to the right of the window in the kitchen).
- 11) Around 5:30 - make sure the dining room is setup and the tables needed for serving are in place. Put out the money basket and the sign giving dinner rates. (NOTE: There should be someone signed up for table setup at 5:15 so give them a chance to get there and do this - folks get miffed if they make the effort to show up at 5:15 only to find that it's already been done!)
- 12) Move the dishes into their serving vessels and to their position for serving. Double check that there are serving utensils for each dish.
- 13) Convene the gathering. If there is a reading - have that. Introduce the kitchen crew to the gathered diners. Thank your team!
- 14) Eat! - keeping an eye on any dish that may need to be replenished (or assign someone on the team to keep this eye out!).
- 15) Try to get a good count of the number of diners (you'll need that for one of the forms). About half the folks are there by 6 so wait until 6:15 or so to get a good count.
- 16) Put remaining food in appropriate containers. If there is enough of something to be reused at church - be sure and label it with date and

contents. If there is just a little - see if someone can take that home and use it.

17) Fill out the three sheets needed to close out the evening:

A. The Summary for the kitchen notebook - lists the menu, says what qty was served, how many people were served, how much was left, what was spent, what was received.

B. The Reimbursement (green form). Attach your receipts, list total, indicate food fund. Get CND Leadership team to sign if one of them is there for dinner. Otherwise, put it in the CND file slot in the copier room. It will be signed within a few days.

C. The Financial Tally. This accompanies the checks/money. Have a second person as a counter. Count the money in front of them and then have them recount it. Fill out the form. Put the form with the money/checks into an envelope and drop that into the safe (behind the door in the copier room).

18) Think about what went well and what you might want to change. Congratulate yourself on providing a valuable service to our church community! We all appreciate these dinners.

BONUS ITEMS:

Consider taking the Washington Food Handlers online course. You can get your certificate for \$10 online after taking the course. It is good for several of us to have the certification and the information is actually very helpful.