

Merrimack County
4-H Leaders Association

COUNTRY KITCHEN SUPERVISOR MANUAL

August 2009

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■ PURPOSE

The Merrimack County Leader's Association in conjunction with the Merrimack County Junior Leader's Association owns and operates the Country Kitchen facility at Hopkinton Fairgrounds.

The Junior Leaders operate the Chicken Barbecue and the Leader's Association operates the Country Kitchen. This operation generates the money to fund the needs of both Merrimack County 4-H Leader's Association and Junior Leader's Association including, but not limited to, equipment, activities, and scholarships. Additionally, funds generated are also used to supplement the budgetary needs of the County Extension 4-H office along with donations to the 4-H Foundation.

My Notes:

■ OVERVIEW

The Country Kitchen operates primarily during Hopkinton Fair at the end of August each year. This manual addresses the needs specific to this period of operation only.

My Notes:

■ CONTACTS

Merrimack County Extension Educators 225-5505
Chicken BBQ Key Leader, Sandy Creighton 746-4338

Other suggested listings would be:

- ✓ 911 (and reasons to use).
- ✓ Poison Control.
- ✓ Contact numbers for volunteer members who have accepted responsibility for items such as plumbing, electrical, outside maintenance, purchasing, finances.
- ✓ Junior Leader sponsors, etc.
- ✓ Additionally, this list should include a listing for all vendors (check fair contract for listing of vendors that are to be used annually) and the products one would purchase from them and any other numbers that would be considered relevant for the Kitchen Supervisor to have.

My Notes:

■ FOOD SAFETY

Food Safety at the Fair booklet -

This can be obtained from the 4-H office and gives appropriate food safety guidelines to be used at the fair food booths.

Refrigeration

Walk-in Cooler temps need to be between 38-40 degrees.

Soda Machine unit out front

Refrigeration temperature for water, soda, **NEVER** above 50 degrees.

Milk Cooler

Located out front - Under 41 degrees.

Cooking Meat/Burgers

Never to be served rare. Temperature needs to be 160 degrees.

1. MEETINGS

It goes without saying that good planning is essential to have success of

My Notes:

SECTION 2 -Planning & Scheduling

the operation. Additionally, it is, to a great extent, a six month commitment requiring planning meetings to discuss budget, kitchen equipment needs, purchasing, inventory and other issues that may arise relative to the fair.

It is Highly recommended that someone take good notes so any recommendations or proposals can be presented accurately to the general membership at one of the quarterly meetings.

The following meetings should be scheduled:

Shortly after the fair:

- Prepare post fair inventory and provide fair report
- Essential personnel discuss ways to improve, needed changes, problem resolution. Notes on this meeting are particularly important. This is also a good opportunity to begin preparations of the data (put together a draft) for the Fair Report to be presented at the Leader's meeting in October and also to make requests for equipment repairs, replacement or additions, so it can be included in budget discussions.

January - April

Take action on any approved equipment purchases or repairs and assign tasks such as sign maintenance, confirmation of inventory of remaining product (in case stuff "gets legs" over the winter), inspection of building for maintenance and/or other repair needs.

May

Country Kitchen Committee to meet to schedule when early pre-fair work can be accomplished. These dates can then be presented at the June Leader's meeting to recruit additional volunteers.

Early August

Confirm that scheduled work has been completed and arrange to have any incomplete tasks taken care of.

SECTION 2 -Planning & Scheduling

2. INVENTORY and when to do them

- Complete inventory should be taken at the final shut down of the Country Kitchen after the fair.
- Verification of inventory prior to preparing purchasing order in early summer.
- Inventory stock when it is delivered, noting any missing product and addressing it with vendor **immediately**.

3. PURCHASING

Capital Purchases

- Identify prior to fall meeting any equipment purchase, replacement or repair needs.
- Present at October Leader's meeting.
- If approved, designate someone who will be responsible for seeking it out, pricing, arranging for purchase/repair, etc.

Product Purchases

- Determine what will be purchased based on inventory (what sold, what didn't, how much was leftover) notes kept regarding external factors (weather, etc).
- Review previous purchase orders to determine when particular items were ordered, from whom, when they were delivered.
- Review grocery receipts from year before and compare to inventory stock. Prepare to maintain necessary stock for the fair.
- Assign someone to be on fairgrounds when various deliveries occur to verify correct delivery, if needed.
- Assign someone (or a group) to put away product ordered before the fair. Often done the Sunday before the fair or Wednesday before the fair opens.

Pricing

- As a rule of thumb, figure out as closely as possible the cost of an item, times it by 3, round it up or down to the nearest quarter and that would be the price an item should be sold for.

Shift Requirements and Scheduling

** MINIMUM CREW NEEDS FOR EACH SHIFT **

Note: These are BARE BONES Minimums

Depending upon how busy the kitchen becomes, more individuals will be needed in various areas. As Kitchen Supervisor, in conjunction with the Leader of the Day, you may want to assign more people a particular task at a particular time (i.e., gearing up for breakfast rush, lunch rush, breaking down at night, etc.). In particular, more people would be needed on Saturday and Sunday. In addition to Leader of the Day:

The **BREAKFAST CREW** minimum is:

- 2 cooks
- 1 grill coordinator
- 1 coordinator's assistant (person passes order out the window)
- 1 person for coffee
- 1 runner for cold drinks, etc.
- 1 person for toast & helping with 4-H muffins
- 1 prep person
- 2 cashiers

The **LUNCH/DINNER CREW** minimum is:

- 2 cooks
- 1 grill coordinator
- 1 coordinator's assistant
- 1 runner for cold drinks, etc.
- 1 person for nachos & baked potatoes
- 2 cashiers
- 1 prep persons for the grill

The **CLEAN UP CREW**

When it is possible to get some volunteers to do it!

- 2 - 3 individuals

Needed Coverage in Country Kitchen

COOKS (2-3)	STOCK PERSON (1)
CALL ORDERS TO COOK (1)	PREPARE POTATOES/TABLES (2)
CASHIERS (2)	CLEANUP/DISHES/TABLES/ CONDIMENTS (1)
RUNNERS (2)	TOAST ENGLISH MUFFINS (1-2)
COFFEE/TEA/SODA (1)	PUT UP ORDERS (1-2)
POTATOES/NACHOS/CASHIER (1)	GRINDERS/HAMBURGERS/CHEESE (1)

Orientation

As Leader of the shift or day it is your responsibility to orient your help with the following information.

ORIENTATION FOR ALL WORKERS IN THE 4-H COUNTRY KITCHEN

Thank everyone for coming to support 4-H.

INTRODUCE YOURSELF- Introduce yourself and let people know who you are and what your role is. Make sure people know they come to you with questions.

SIGN IN & SIGN OUT - We are required to have everyone sign in and sign out. Everyone is here to help assist 4-H with food service as a volunteer. Be sure you know where your work crew is at all times. You should be notified when someone arrives and leaves the building. If you notice someone has not arrived for a shift, notify Debbie or Nancy promptly.

APRONS - Everyone needs to be wearing an apron at all times while helping.

NAME TAG -All workers in a food concession need to have a name tag on. We have name tags for you to fill out.

TEAM WORK - Team work is essential to making things run smoothly. If something isn't working, please bring it to my attention and we will try to correct it.

BE FLEXIBLE - We need to be flexible. It may be very busy at times, other times just steady or slow.

EXCELLENCE IN CUSTOMER SERVICE IS WHAT WE STRIVE FOR. It is just as important as good food.

My Notes:

Orientation

SMILE! Say “THANK YOU!”

BE QUICK - People want quality service.

NO LEANING ON COUNTERS/WINDOWS

CLEAN WORK AREAS - Keep your work area clean and free of spills, clutter, etc.

CLEAN HANDS - Wear Gloves when handling food! Everyone needs to wash hands before starting to work, after any break is taken, and/or after handling money before working with food.

HAIR PULLED BACK

CELL PHONE USE & TEXTING PROHIBITED

NEED A BREAK, HAVE A QUESTION...see me

BATHROOMS - Our Farm-A-Rama has bathrooms for 4-H use. **Hands need to be washed as you return to your work station. Need to see volunteer in charge for pass code.**

CASHIERS - Only assigned cashiers, 16 years old & over, are allowed to run the cash register. We will have periodic cash pick-ups by Mark Riel or Thelma Curtis. If you need to take a break, you need to check with me. When drawers begin to have a lot of \$20 bills, they need to alert the Kitchen Manager.

My Notes:

Orientation

PIES - These need to be rotated throughout the day.

4-H MEAL TICKET - These are available to members and leaders for \$5.00. They are a \$7.50 value. If someone presents you with the card, punch out the total amount of their order on their card. Once card is used, collect and put in envelope.

If someone comes to purchase a meal ticket, their name needs to be recorded on the log sheet, and the meal card needs a corresponding number in the upper right hand corner.

HP HOOD VOUCHERS - HP Hood has purchased for their employees, meal tickets as a company recognition. You punch these just like the 4-H meal ticket. Collect and put in designated envelope.

FAIR SUPERINTENDENTS/FAIR PERSONNEL - Fair Personnel and Fair help have been given vouchers to eat at the 4-H Country Kitchen and Webster Church booth. They must be completely filled out in order to accept them. They have a value of \$6.00. You need to record the amount spent on the form. It cannot exceed the \$6.00. If under \$6.00 you need to record the amount spent on the form. These are like MONEY! You need to collect the voucher once a purchase is made. You are to give NO MONEY BACK and we get reimbursed for all vouchers. Put vouchers in designated envelope.

FIRST AID - If anyone gets burned or cut, or has some other accident, it has to be reported to me.

EXITS - The building has three exits. Out the front, out the back of the kitchen area and the other out the Chicken BBQ.

FIRE EXTINGUISHER - Located by the back door.

FOOD - You may have a beverage at your station only if it is out of sight.

If you work an entire morning or afternoon shift, you are entitled to a food Voucher- Worth \$8.00. If you work only 4 hours you get a \$4.00 voucher good for use at the Country Kitchen, Chicken Barbeque.

HAVE FUN AND THANK YOU FOR BEING A PART OF THE 4-H TEAM. Together, each accomplishes more!

Service Descriptions

LEADER OF THE DAY

This is a critical position. This person is responsible for coordinating volunteers for their shift(s). Whenever possible, the Leader of the Day strives to recruit enough volunteers to fill their shift and works closely with the Kitchen Supervisor in making sure that their people are performing tasks as instructed, making sure there is adequate coverage for bathroom breaks, etc, and filling in whenever there is a need. The Leader of the Day should be familiar with the kitchen operation so in the absence of the Kitchen Supervisor, the kitchen can continue to operate smoothly.

GRILL COOKS

Hopefully, two people for each shift that can handle the fast pace, do not get overwhelmed and can stay focused, not only on the food being prepared, but on the grill coordinator who is calling the orders.

Additionally, basic cooking skills are vital. Anyone who works the grills should also have good hearing as it can get quite noisy back there.

GRILL/ORDER COORDINATOR

This should be a person that is calm and organized but can take charge of the situation. This is a very important position, especially when it gets busy.

- Responsibilities of the grill coordinator includes calling out grill orders to the cooks, making sure they are heard and that the orders are placed on the grill. Only one person should be doing this.
- Grill orders should be held in hand until you know the order called has been placed on the grill. Then it can be placed on counter keeping it in order received. Once the grill part of the order has been called in, the rest of the order can be assembled (milk, coffee, etc.)
- The grill coordinator needs to keep the cooks informed on what's coming up next on the grill.

ORDER EXPEDITER

This person will build the orders as they are laid down on the counter, calling for drinks and placing them with each order. This person needs to stay at the station and have others bring the drinks to them. Once food comes off the grill, the window order person makes sure the order is complete. He/She then brings it to the pickup window and calls out the order number.

Service Descriptions

CASHIERS

Must be over 16 years old, good with math, able to use cash register and make change accurately and quickly. The cashier must also be able to fill out order slips accurately and clearly.

COFFEE PERSON

This person makes coffee as needed, making fresh pots as necessary, keeping hot water for tea or sanka available. Fills the coffee/tea/sanka/hot cocoa orders as called for, covers the cups and brings them to the assembly station.

RUNNER for drinks, etc.

This person will get cold drinks as called for, milk, juice, etc. The runner will bring the drinks to the assembly station.

TOAST PERSON

This individual makes the toast and also assists the grill person making 4-H muffins.

PREP PERSON

The prep person(s) makes pancake batter, sets up plates of cheese and butter, chops onions, makes sure the nacho cheese has been prepped for the warmer and checks it periodically to see when a new can needs to be set up, etc. Also assists cooks by serving out scrambled eggs, beans, meatball grinders, slicing grinder rolls, prepping grilled cheese sandwiches to be cooked on the grill or replenishing needed supplies. Makes the beans and meatballs as well.

CLEAN UP CREW

This should be 2-3 individuals who are willing to come in each night to clean up the kitchen in anticipation of the next morning. These individuals would be responsible for coming in and assisting exhausted crews with end-of-day cleanup. Responsibilities would include washing any remaining pots, pans, utensils not already done. Also, as things begin to wind down, trash is taken out. Floor mats picked up, floors swept and mopped and then, when dry, mats re-positioned in the kitchen and any other tasks assigned.

4-H Country Kitchen Responsibilities

PREP PERSON

First thing to do after entering the building and after turning on lights is to turn the oven on to 350 degrees. Make sure blower is on. It will take a while for the oven to come up to temp.

Turn on grills, but not too high heat. The temperature should be around 200-250 degrees. Spread fresh cooking oil on the grills.

Cook sausage. Amount cooked on Thursday, Friday and Monday will be less than amounts cooked on Saturday and Sunday.

Set up steam tables for use.

Put cooked sausage in one of the stem table stainless steel containers to keep warm.

Prepare baked beans and put in oven to cook.

Cook scrambled eggs and place in warming pan in steam table. (ONLY Saturday and Sunday).

Slice Canadian bacon.

Melt margarine in small saucepan.

TOASTER

Set up on tip of the baked potato workstation. Place four-wheeled cart between grill and potato workstation. Place two small stainless pans on cart to hold extra toast.

POTATOES

These are pre-bagged in the cooler and have instructions on how to cook. Start with two bags.

4-H Country Kitchen Responsibilities

STOCK PERSON

As stock person you will be responsible for keeping the drinks and all food products stocked both in coolers and on shelves. Soda needs to be moved from the Farm-A-Rama cooler and the outside walk in cooler.

You are to keep condiment station clean and stocked. The counter gets dirty with spills fast so plan on checking every ½ hour at least.

Make yourself familiar with products and where to locate them with leader of the day.

COFFEE PERSON

Your job is to make the coffee as needed and fresh pot going to never allow less than one half pot of coffee. You must have one pot of hot water to use for tea, decaf, and hot cocoa.

You should have one backup container of coffee in filters when leaving your shift. When coffee orders are called fill the coffee cup leaving one half inch below the top to allow for space for cream and sugar as needed. The same is true for tea and decaf.

It is also your responsibility to microwave muffins as needed.

HOT COCOA, DECAF, AND TEA ARE MADE TO ORDER ONLY.

SMILE! Friendly Attitude a MUST! Remember you are the key to a successful meal.

RUNNER

You will work very closely with the cashier. Your responsibilities are to hand order form from cashier to the caller, to bring drinks to the assembly counter, to keep front counter, where ordering, clean at all time and do small tasks that maybe asked of you from the cashier.

SMILE! Friendly Attitude a MUST! Remember that you are the key to a successful meal.

4-H Country Kitchen Responsibilities

CASHIER

Only assigned cashiers, 16 years old & over, are allowed to run the cash register. We will have periodic cash pick-ups by designated volunteers. As Cashier, make yourself familiar with the cash register & order form. If you need a break, you need to check with the leader of the day.

SMILE! Friendly Attitude a **MUST!** Remember you are the first one in line to make a successful meal.

4-H MEAL TICKETS –

These are available to members and leaders for \$5.00. They are a \$7.50 value. If someone presents you with the card, punch out the total amount of their order on their card.

If someone comes to purchase a meal ticket, his or her name needs to be recorded on the log sheet, and the meal card needs a corresponding number in the upper right hand corner. Only Leader Of the day only can sign the meal vouchers.

FAIR FOOD VOUCHERS – Fair personnel and Fair help have been given meal vouchers to eat at the 4-H Country Kitchen and Webster Church booth. We must record the amount spent on the voucher not to exceed \$6.00 We get reimbursed back on all food eaten on the voucher. It is critical that this be accurate. The fair will **NOT ACCEPT** incomplete forms which means that we potentially lose money if this is not tended to correctly! All expended vouchers are to be put in the designated envelope. No money is to be given on unused money on the voucher.

MEAL SLIPS -The Leader of the Day needs to collect, mark the meal, date and clean the register out periodically throughout the day of used slips.

VOLUNTEERS – May have a beverage at their station only if out of sight.

If you work an entire morning or afternoon shift, you are entitled to a Chicken BBQ, or other food of your choice up to \$8.00 during your assigned time or before you leave your shift. If you work only 4 hours you are entitled to a \$4.00 voucher. You must see leader of the day for voucher. These are to be used on the day the volunteer works.

AS CASHIER you will have a runner. The runner's job is to pass order forms to the caller and to get drinks for you. **NEVER LEAVE REGISTER OPEN & UNATTENDED**

We **DO NOT** take credit cards or checks. Some families may pay by check for the 4-H meal ticket.(Checks only from 4-H families with 4-H leader of the day approval.) Must have person's phone number on check, county and club name.

IT IS YOUR RESPONSIBILITY TO REVIEW THESE PROCEDURES & THE REGISTER WITH YOUR REPLACEMENT PERSON BEFORE LEAVING YOUR SHIFT.

4-H Country Kitchen Responsibilities

RUNNER

You will work very closely with the cashier. Your responsibilities are to hand order form from cashier to the caller, to bring drinks to the assembly counter, to keep front counter, where ordering, clean at all time and do small tasks that maybe asked of you from the cashier.

SMILE! Friendly Attitude a MUST! Remember that you are the key to a successful meal.

COOK

Your responsibility as cook is to produce a product of high standards.

EGGS - We serve over easy, over medium, over hard, sunny side and scrambled. When you cook the eggs start with a clean grill and add a spoon of oil.

Over Easy

Just as it sounds. Place the egg until only the white is cooked and flip for 45 seconds. Remove from grill and place on plate carefully not to break yokes.

Over Medium

Place the egg until white is cooked, the yoke is half way cooked and flip for 1 minute. Remove from grill and place on plate carefully not to break yoke.

Over Hard

Place the egg until white is cooked, yoke is cooked all the way, and flip for 1 ½ minutes. Remove from grill and place on plate carefully.

Scrambled

The Mix is premixed. One scoop is one egg. You want to keep the egg moving on the grill for a light scramble affect.

PANCAKES – Start with a clean grill and oil it. Have the grill at a lower temperature so allow pancakes to bubble before flipping. Cook to a light golden brown ready to serve.

BURGERS – We never serve a burger cooked rare. Place the burger on the grill, flipping and pressing ougrease at least twice during the process of cooking.

HOT DOGS – These are precooking in insert on grill. Remove from water to grill and brown. Scrape grill as needed.

Throughout your shift it is very important to keep the grill clean, scrapped, and reseasoned.

Pre-Fair Preparations

DAYS/WEEKS BEFORE THE FAIR

Confirm that paper order is done, including the following:

- Large rolls of foil
 - Large rolls of food service wrap
 - Pop-up foil sheets for potatoes
 - Grill blocks
 - Grill screens
-
- ✧ Order syrup for ice cream parlor. Check with Marge Tanner for issues regarding Ice Cream Parlor.

 - ✧ Make sure there is an adequate supply of breakfast and lunch/dinner order slips.

 - ✧ Some items may not be able to be ordered at this time due to space limitations.

 - ✧ Be sure to have 5 gallons of Wesson-type cooking oil on hand.

 - ✧ Check cleaning supplies (including what is needed for Farm-a-Rama).

 - ✧ Paper products should be put away prior to Wednesday before the fair in order to have room for supplies to be delivered on Wednesday before the fair.

My Notes:

Pre-Fair Preparations

WEDNESDAY - before the fair

- ★ Make sure propane tanks are filled for Country Kitchen, Chicken BBQ and Farm-a-Rama.
- ★ Hot water heater needs to be lit by Tuesday before the fair opens. If Warren Watts is not around, see Bob Pearson and he will do it for you.
- ★ Prepare the coffee pot for use following instructions, (see page 18)
- ★ Hang signs on front and both ends of building and place 4-H clovers on each corner.
- ★ Turn on walk-in cooler and ice cream freezers, soda refrigerator; plug in milk dispensers by Tuesday before the fair.
- ★ Make sure cash registers are working and are programmed properly. Brett Murray has done this in the past.
- ★ Wash pots, pans, and all utensils, including hot chocolate dispenser and clean all counters before the fair opens.

Start up bread order:

# of Racks	# Individual/Packages	Product
2		White Bread
2		English Muffins
5		Hot Dog Buns
	12 Each	Plain Bagels
	2 Boxes	Donuts
	20 six packs	Grinder Rolls

Bread and rolls get stored under grills. The rest is stored/stacked wherever there is room.

Pre-Fair Preparations

WEDNESDAY NIGHT PREPARATIONS

Fill front cooler with soda, water. The second cooler with orange juice, milk, chocolate milk, which is located to the left of the cashier near the take-out window.

Soda order to start the day:

15 cases	Coke/Pepsi
5 cases	Diet
8 cases	Root Beer
2 cases	Orange
15 cases	Water

Extra soda gets stored in walk-in cooler

Prepare 4 plates of cheese. Open large package of cheese, layer cheese slices around the perimeter of a 9" styrofoam plate, overlapping slices (fan-like arrangement), you can do up to 4 layers. Cover with saran wrap and chill until needed.

My Notes:

Pre-Fair Preparations

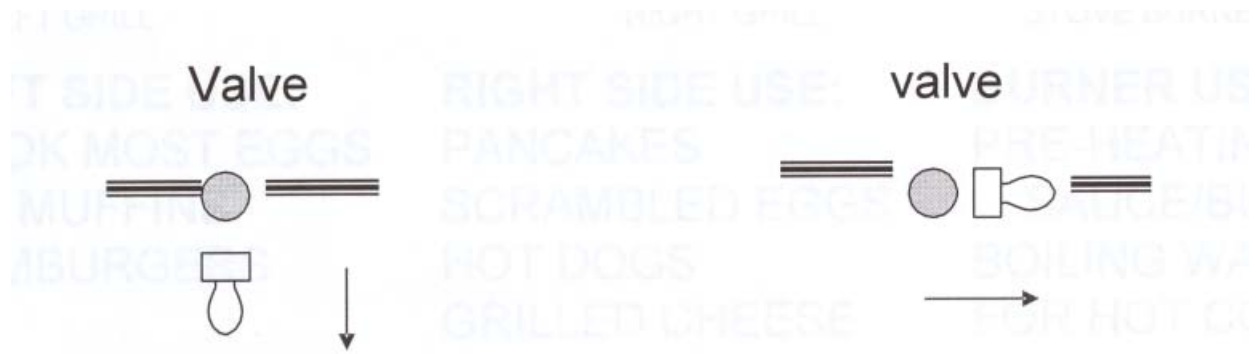
- Fill milk dispensers and ice cream freezers. Maintain cheese, butter and cream cheese supply.
- Milk In It Dairy will deliver hamburgers, hot dogs and Canadian bacon. If you can, try to make sure hamburgers are not frozen when you use them.
- Discuss with the vendors the return policy prior to the fair if possible.
- Also make sure he will take back whatever is not used as long as it has not been opened.
- When possible (Wednesday), check with the Leader of the Day for Thursday's coverage to be sure the people who are supposed to be there first thing Thursday morning are going to be there.
- It is also probably a good idea to touch base with each Leader of the Day so they understand their responsibilities. The relationship between the Kitchen Supervisor and the Leader of the Day is critical. Get to know them before the fair, if it is at all possible.

My Notes:

Pre-Fair Preparations

On Wednesday, after the Leader's lunch has been finished:

Light the pilots for all grill burners and the end burners. Open the shut off valve before lighting pilots. Only open one valve at a time. When that pilot is lit, then go the next one.



VALVE IN SHUT POSITION

VALVE IN OPEN POSITION

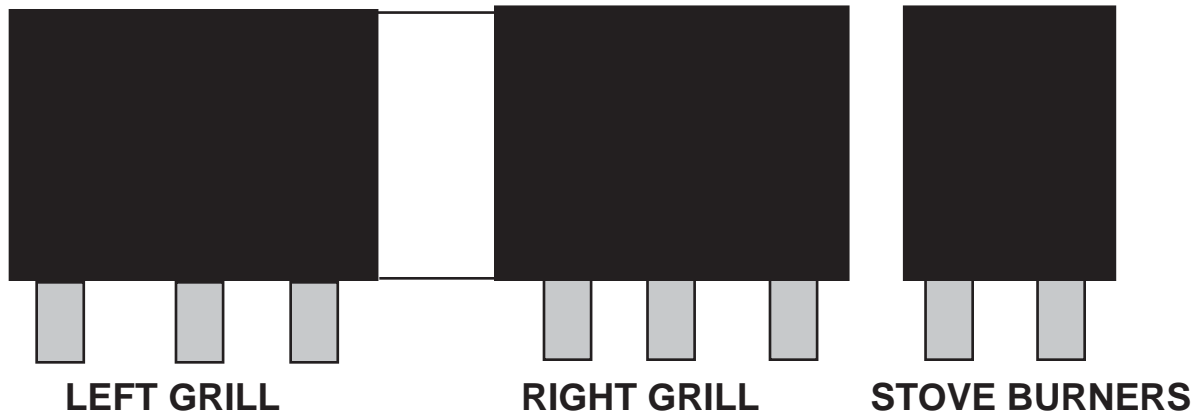
Make sure all valves are working properly.

Warm the grills and then clean with oil/club soda and paper towels and grill brick if needed. Refer to grill cleaning instructions before cleaning the grill.

My Notes:

THE GRILL

Diagram of grills and burner knobs



Left Side Use:

*Cook most eggs
4-H Muffins
Hamburgers*

Right Side Use:

*Pancakes
Scrambled Eggs
Hot Dogs
Grilled Cheese*

Burner Use:

*Pre-Heating
Sauce/Butter
Boiling Water for
Hot Cocoa*

Proper grill maintenance is critical to the efficient production and high quality of the food cooked.

At the end of the day all grills must be properly cleaned and prepared for the next morning. Failure to do so will produce catastrophic results when attempting to use the grills the following day.

Use correct temperatures and adequate oil/club soda to prevent sticking and/or burning.

TURNING ON OVEN - Keep at 350 degrees all day

1. Turn gas valves on at bottom.
2. Push MASTER switch up on top.
3. If oven fails to light, push MASTER switch off, put gas valve off, wait 5 minutes then try again.

SHUTTING DOWN OVEN

1. Place MASTER switch off and gas valve off

Cleaning the Grill

The grills are the heart of the operation and must be well maintained and cleaned thoroughly every night and partially during the day.

GENERAL

- ▶ Use only clean cooking oil to clean
- ▶ Use grill scraper during the day with adequate amount of oil to prevent a build-up of “gunk”.
- ▶ If at all possible, give grill a partial cleaning during the day. Use either a grill block or grill screen and cooking oil. Clean grill, wipe either a grill block or grill screen and cooking oil. Clean grill, wipe clean with wad of paper towels, then re-coat with fresh oil.

END OF DAY CLEANING

- ▶ Usually during the early evening, business will slow down enough to shut down one of the grills. Shut down the right-side grill .
- ▶ Continue to use the left grill.
- ▶ Don't forget to empty the grease collection pans located under the grill. Do not ever pour grease down the drain. Dispose of grease in designated bucket only.

My Notes:

Cleaning the Grill

TO SHUT DOWN THE RIGHT-SIDE GRILL

- ▶ Turn off burners.
- ▶ Let cool for 5-10 minutes (you will need the grill to still be hot in order to clean it properly).
- ▶ Use insulated rubber gloves.
- ▶ Scrape any excess buildup off the grill with the grill scraper.
- ▶ Put a good amount of oil onto the grill.
- ▶ Use grill block and rub back and forth over the entire surface of the grill, wipe off with paper towels, add new oil, and continue rubbing block back and forth, wiping clean and re-applying oil. Continue with this procedure until the grill is clean and shiny again.
- ▶ Finish off with grill screen. Place screen on grill and use screen holder to finish polishing the grill. Use back and forth motion across the whole grill, making sure you include corners and sides.
- ▶ When finished, wipe down the entire grill with oil, leaving a coat of oil on the surface.

TO SHUT DOWN ENTIRE GRILL

- ▶ Repeat steps above for right-side grill on all grills.

My Notes:

COFFEE POT OPERATION

Put extra pot here to keep warm.

Water goes in this side.

Be sure filter and coffee are in place before adding water on top
WATER COMES OUT THIS SIDE.

ALWAYS be sure that a coffee pot is in place on this side before pouring water in the top.



Warming side for hot water used for tea or decaf.

COFFEE POT INSTRUCTIONS

1. At first use for the season, fill the coffee maker with clean water. Leave clean pots and empty filter holders in place. Plug in and have the water go through the system as if to make coffee.
2. When no more water drips out, discard water that ran through the machine. The machine is now ready to make a fresh pot of coffee.

TO MAKE COFFEE

1. Put coffee filter into filter holder, measure 1/2 cup of coffee and place in filter.
2. Place empty coffee pot below the filter on the LEFT side.
3. Fill another empty coffee pot with clean COLD water. Pour that water into the top of the machine (right side as shown in diagram).
4. When first pot is done, move to warming side, make a second pot.
5. Keep a pot of hot water (run through machine with no coffee filter) on the second warmer for decaf.
6. Do not leave empty coffee pot on any of the warmers.
7. At the end of the day, shut off the machine, empty and wash coffee pots, rinse filter holders. Wipe outside of machine.

Starting Up the Kitchen

5:00 am:

Start sausage, 2 bags on grill. Start 4 bags potatoes for home fries. Use any baked from night before.

Turn on holding units with 1 ½" of water in them to 5.

5:30 am

Coffee

Hot water for holding container (cocoa, tea, decaf)

Beans from yesterday in oven to heat

Make pancake mix (2 bags)

Make scrambled eggs. Start with 4 dozen eggs

6:00 am.

Orientation with workers.

IMPORTANT! Everyone signs in and out. They are to let Key Leader know when they are leaving their shift.

Wash hands. Aprons. See orientation sheet for more details.

6:15 am

Open for business

9:30 am

Put in 1 tray of bakers (1hr 10 minutes)

Beans for back up

Meatballs - use left overs first (1 hour)

10:30 am

Beans & meatballs out

10:40 am

Bakers come out.

Put next pan in and keep in mind (70 minutes to cook)

Daily Schedule

OPENING FOR BUSINESS

Set up registers: Each register should contain the following amounts: The register will be set up by the treasurer of the Leaders Association. Generally the following can be used as a guide.

\$25	25 Single Bills
\$20	4 Five Dollar Bills
\$20	2 Ten Dollar Bills
\$20	2 Rolls of Quarters

CREW ON HAND

2 Grill Cooks	Grill Coordinator (caller)
Coordinator's Assistant	Cashiers
Coffee Person	Runner
Toast Person	Prep Person

MANDATORY Orientation

Review and do an orientation with your shift using the "Orientation for All Workers in the 4-H Country Kitchen" fact sheet

Get your cooks started before you open. Make at least 6-8 4-H Muffins and several orders of pancakes. Also make up some toast and most of all...**make sure coffee is ready!**

Thursday and Friday, we cook to order; less waste and no cold food.

Once you have everyone in place and they know and understand what their tasks are, and ...oh yes...you have the coffee ready, you are ready to open.

If you find you have extra people, there are always potatoes to be washed and wrapped for the baked potato window, condiments to be refilled, general clean-up, counters, outside counters, tables, etc.

Don't be afraid to move people around if the volunteer you have in place isn't working out where you have them.

IMPORTANT ~ Outside tables need to be washed every morning as they are very dirty.

Breakfast Prep Each Morning

PRE-OPENING PROCEDURES FOR EACH MORNING

This early morning preparation needs two people on the job to be done properly.

- First thing to do, after turning on the lights, is to turn on the oven to 350 degrees. Make sure blower is on. It will take awhile for the oven to come up to temp.
- Turn on grills, but not too high, heat and spread fresh cooking oil on them.
- Cook sausage. Amount cooked on Thursday, Friday and Monday will be less than amounts cooked on Saturday and Sunday.
- Set up steam tables for use.
- Put cooked sausage in one of the steam table stainless steel containers to keep warm.
- Prepare baked beans and put in oven to cook.
- Cook scrambled eggs & place in warming pan in steam table. Thursday and Friday we cook to order but do what is best for you.

Potatoes are precut in bags and are in the walk-in cooler. Fry on grill until lightly browned and put in one of the pans in the steam table to keep warm. You will need to prepare the following amounts:

Thursday a.m.	15 lbs.
Friday a.m.	20 lbs.
Saturday/Sunday a.m.	25 lbs.
Monday a.m.	15 lbs.

Leftover potatoes may be refrigerated in the cooler and used again the following morning. They will keep very nicely. Also, you can use baked leftover potatoes by peeling, cutting and frying in the same manner.

Breakfast Prep Each Morning

Canadian bacon - is purchased pre-sliced.

Melt margarine in small saucepan for toast, 1 pound at a time.

TOASTER

Set up on top of the baked potato work station. Place 4-wheel cart between grill and potato work station. Place two small stainless pans on cart to hold extra toast and 4-H muffins, cover with foil.

NOTE: Each morning around 6 a.m., the pie delivery will be made. Please make sure to rotate the pie stock so the less fresh is used first. Date pies for easier tracking.

BREAKFAST MENU

FULL BREAKFASTS

Egg Breakfast

2 eggs
3 sausage/3 pcs. bacon
Home fried potatoes
(one serving spoon)
2 slices of buttered toast

4-H Breakfast

2 pancakes
2 sausages
1 small drink

Pancake Breakfast

3 pancakes
3 sausages
3 pats butter

4-H Muffin

1 egg
1 slice canadian bacon
1 english muffin
1 slice cheese

Side Orders

Baked Beans - served in "squat" styrofoam cup

Home Fried Potatoes - served on small 6" plate

Side of toast - two slices of buttered toast cut on diagonal

Bagel - sliced and toasted with one package of cream cheese

Blueberry muffin - cut in half, top to bottom, warm, 1 pat butter between

Lunch Prep

PREP FOR LUNCH SHOULD BEGIN AT ABOUT 9:00 a.m.

Prepare cheese plates (at least 6 plates of cheese on hand at all times).

Dice onions

Make up a plate of butter patties for muffins.

Chives - purchased and ready to use.

Make hot dog holders.

Wash and wrap potatoes (keep 2 boxes of washed, wrapped potatoes ready at all times)

Re-stock condiment table, wash down, pick up trash left on tables or counter.

TIMES TO START COOKING

- 9:00 am - 1 rack of potatoes in oven, then 1 rack per 1 1/2 hours. (bake 1 hr. 20 min at 350 degrees).
- 9:30 am - 1 gallon tomato sauce and approximately 5 lbs meatballs in large pan in oven (top rack). Cover with foil (shiny side down).
- 9:30 am - #10 can of cheddar cheese topping for baked potatoes in fudge warmer (set control on fudge warmer to "serving temperature". Make sure you have put water into the fudge warmer first. (Hint: Before opening can, put into warmer, then add enough water but not overflowing, then take out the can, wipe and put back into warmer. Water won't spill over. Do not put on high!!!!

Lunch Prep

LUNCH SHIFT - SET UP TIMES

Change over from breakfast to lunch should occur between 10:30 am and 11:00 am based upon when potatoes are ready to serve.

10 - 10:30 am - Baked potato window set up and prepared to open. Get out condiments, sour cream, chives, bacon bits, butter and cheese.

Nacho supplies, chips, cheese, sour cream, salsa.

Cash box for baked potato window.

LUNCH/DINNER MENU

Hamburgers

Cheeseburger

Hot Dog

Cheese Dog

Grilled Cheese

Meatball Grinder

Baked Beans

Baked Potato

Nachos

Food Preparation

Aha...The Cookbook!

Bacon, Canadian

- * The Canadian bacon is already cooked.
- * Place slices on 9" plate laying the slices around the outside edge of the plate overlapping each other. Make about 4-5 layers high. Cover with plastic wrap and store in cooler until ready to use.
- * Bacon only needs to be warmed and that can be done as needed. **Do not** warm the bacon in the same place on the grill that you are cooking the eggs (over easy, over hard). If you do, the eggs will stick to the grill.

Baked Beans

- * Place two 7-lb cans of beans in pan, add 1/2 cup molasses, cover with foil and place in oven.
- * Cook for 1 hour at 350 degrees
- * Remove from oven. Place in container in steam table to keep warm.
- * After Thursday, you will probably only have to re-heat. After the initial cooking, beans will be kept warm in steam table container. They are to be served in small squat cups.
- * Store left over beans in cooler to start out with the next day.

Cheesburger

- * Place defrosted hamburger on grill.
- * Cook till well done. NO BURGERS ARE TO BE SERVED RARE OR MEDIUM.
- * When burger is cooked, place bottom half of burger roll (grilled if time permitted) on a 6 1/2" plate, top with cooked burger, one slice of cheese, and then top of bun.

Hot Water for tea, hot cocoa, etc.

- * Heat two gallons of water on stove. Use blue dispenser and instant packets as needed.

Food Preparation

Eggs

Cooking eggs well and properly will result in fewer “throw outs and elimination of complaints. This is NOT the time to be avoiding the use of oil. Use enough oil and when putting the eggs on the grill at first, put them on the cooler side to start. This should prevent browning.

Over easy should be cooked on the left-side grill. Right-side burner of that grill should be off to keep this grill from getting too hot to cook eggs. If the grill is too hot, it will brown the eggs (most people do not like eggs cooked this way!) Unless otherwise stated, eggs are cooked over-easy.

How to cook an egg

OVER - EASY

Crack the egg(s) onto the grill attempting not to break the yolk. When the egg has set (bottom is cooked enough to hold the shape), turn eggs over and cook only long enough so the white is no longer runny and the yolk sets, but NOT so long that the yolk gets hard. Carefully remove from grill.

OVER- HARD

This is self-explanatory. Again, crack egg(s) onto the grill, allow them to cook until set as in over-easy eggs, but after turning over, allow them to continue to cook until the yolk has become a light yellow and is cooked throughout. Remove from grill.

SCRAMBLED EGGS

NOTE: Thursday, Friday, and Monday morning (two batches), Saturday, Sunday (4 batches)

To prepare one batch of scrambled eggs:

Take a rack of eggs out of the fridge. Use stainless steel soup insert (tallish, round stainless steel container). Crack enough eggs to reach the ridge on inside of container (approximately 2” from top [about 2 doz. eggs should be right]). Add milk. Mix with wire whisk. Oil grill. Ladle egg mixture onto oiled grill and keep them moving with a spatula until cooked. Remove from grill and place in stainless steel steam table container. Continue ladling mixture onto grill, cooking and removing to steam table container until all mixture has been cooked. Prepare next batch. REMEMBER to add additional oil as needed to the grill. Do not use salt or pepper. Cook on same grill that pancakes are cooked (right-side). Make as many batches as needed.

Food Preparation

Grilled Cheese

- * Butter 2 slices of bread with pastry brush and melted butter on one side.
- * Place buttered side down on grill.
- * Place two slices of cheese on that slice of bread
- * Then put on other slice of bread buttered side
- * With spatula, flip the sandwich over to grill other side.
- * When done, take edge of spatula and press down diagonally across sandwich to cut in half.
- * Place sandwich on 6" plate.

Hamburgers

- * All hamburgers are to be cooked well-done. No rare burgers will be served even if requested.
- * Try to avoid having to cook frozen burgers. Be sure there are enough boxes thawing out ahead of time. It is too difficult to cook particularly frozen burgers to the correct temperature.
- * Spot check each cook from time to time as burgers are coming off. Use a meat thermometer inserted into the center of burger. Temp should read 160 degrees.

Hot Dogs

- * Place small shallow pan in corner of right grill.
- * Partially fill with hot dogs and then cover dogs with water.
- * Bring to a boil to nearly cook hot dogs.
- * When order is called, remove from water, grill lightly and place in bun.
- * Bun can be toasted on grill. Place dog in holder.

Food Preparation

Meatballs

- * Open #10 can of tomato sauce. Place 1 bag of meatballs into 1/2 sheet pan (the deep dish and pour sauce over top of meatballs).
- * Cover with foil and bake at 350 degrees for 30 minutes (or until heated in centers).

Meatball Grinders

- * Place roll on 9" Styrofoam plate and fill with meatballs and sauce.
- * Roll should already be cut.
- * When slicing the rolls, do not cut through from one end to the other.
- * Leaving ends intact cut deep enough to create a pocket to hold the grinder contents ends intact cut deep enough to create a pocket to hold the grinder contents.
- * It helps to put the meatballs in each end first, then put a little extra sauce and sprinkle with parmesan cheese if asked.

4-H Muffins

Ingredients: English muffin, egg, Canadian bacon, cheese

Reminder: Make sure there is adequate oil on the grill.

- * Cook egg over-hard (in this case, cook the egg on the hotter side of the left grill)
- * Keep size of egg small enough as it cooks to fit on English muffin.
- * Canadian bacon is warmed on the grill, remember it is cooked already. **NEVER** warm Canadian bacon in the same area you are cooking eggs.
- * English muffin can be toasted in toaster if time permits, or butter lightly and grill.

ASSEMBLY: On one half of toasted or grilled English muffin, place cooked egg, top with one slice each of Canadian bacon and cheese. Cover with other half of English Muffin.

The 4-H muffins can be cooked and assembled ahead of time, wrapped in a small piece of foil and placed in one of the small stainless steel food pans. They will stay warm for a short time.

Food Preparation

Nachos

- * Place nacho chips in potato boat.
- * Squirt on a little cheese.
- * Place a second layer of chips, cover with more cheese.
- * Continue to layer until it is mounded (but not so full that the chips won't stay in potato boat)
- * Top off with salsa.

Pancakes

- * Mix pancake batter according to directions.
- * Oil grill, use pancake dispenser to dispense correct amount of batter onto the grill. If adjusted properly, it will take one squeeze of trigger, plus a bit. Make sure batter is not too thick. Pancakes should not be too thick, or too huge!
- * Do not attempt to turn the pancake until you can see tiny holes (broken air bubbles) all over pancake. Turning pancakes too soon will make a mess on the grill, and make it difficult to use the grill.
- * If you find they are getting too dark, the grill may be too hot. Turn down, or if necessary, turn off one of the burners on the grill.
- * When cooked, remove from grill. Serve on 9" plate (for full breakfast, 2 for 4-H breakfast). Pats of margarine served on top.

Potatoes, Baked

- * With glove on, place potato in potato boat.
- * With paring knife, cut potato from one end to another.
- * With your palms, squeeze the potato from the ends towards the middle to create a pocket.
- * Place pat of butter in pocket and any other requested toppings.

Potatoes (Home Fries) Do NOT Use Raw Baking Potatoes

- * Fry in the morning. As part of full breakfast, serving would be a scant serving spoon. As side, use 6" plate and fill.

Food Preparation

Toast

- * Place bread into toaster. If it comes out too light or too dark, adjust speed of conveyor to correct.
- * Melt margarine in white agate pot and keep on side of grill. Use a pastry brush to apply melted margarine to one side of toast.
- * Put two slices together (buttered sides together), cut in half diagonally.
- * Toast can also be prepared ahead of time and placed in stainless steel food pan, covered on top with aluminum foil.

My Notes:

General Clean Up Checklist

- Check pot sink to see if there are pots and pans to be done. This is done first thing.

- As the areas (chicken barbeque, ice cream) areas are vacant, start sweeping the floor and wipe the counter tops. Mop areas as they are swept.

- Fill drink cooler and condiments, napkins and straws as soon as they can be, when the windows close.

- Pot Sink - one person can be washing while another is putting away the food in the baked potato area, meatball area, picking up dirty dishes and wiping the counter tops. Wipe counters, coolers and coffee area. Then sweep and mop areas.

- Remove floor mats, sweep inside and out (under tables as well) and mop.

- Clean grills and re-season.

- Empty trash, put clean bags in them, remove trash to designated areas.

If time permits, during the last hour of the evening shift, have workers clean up their area. This helps the night work crew get their work done.

Nightly Clean Up

- Put away all unused food, cheese, hamburgers, baked potatoes, etc. Take in condiments from outside, replenish containers and store in fridge till morning.

- Wash and rinse, sanitize all used pots and pans and utensils and put away.

- Clean all work surfaces with anti-bacterial cleaner and paper towels.

- Set out utensils needed for morning.

- Remove all mats on floor, sweep and mop floor. Replace mats when dry.

My Notes:

Closeup for the Season Checklist

Make sure all pots pans and utensils are clean.

Place utensils in gray plastic tubs and cover with plastic wrap or place in rubber-maid tubs. Place pots upside down on shelves.

Remove any food stuffs from front cooler, unplug and clean thoroughly. Leave door open.

Remove any ice cream from freezer. Thoroughly clean and rinse. There is a connection at bottom outside freezer for a hose so that it can be drained to the outside.

Clean entire kitchen from top to bottom.

Make sure all food is removed from building with the exception of syrups for ice cream. They will not freeze.

IMPORTANT: Turn coffee maker upside down to drain all water out, otherwise it will freeze and ruin machine.

Don't forget to take down all outside signage.

Turn off gas valves to stove and grills. When finished with hot water, turn off hot water heater.

Turn gas off outside at tank.

Shut off hot water heater in Farm-a-Rama and shut gas off outside.

The fair will take care of draining water from pipes in buildings.

Make sure grills have a GENEROUS coating of oil on them. Spray all stainless steel surfaces with Sheila Shine. (NO! This is not a person!)

Cover cash registers with plastic bag.