

STREET
LIFE
MINISTRIES

KITCHEN PROCEDURES MANUAL

*Instructions for the duties
Of:*

*Accent Cook
Driver*



ACCENT COOK:

NIGHTLY PROCEDURES

Hours: 5:30p.m. – 7:00 p.m.

Thank you so much for serving as Accent Cook. Please make sure to complete the “Serve Safe” certification prior to your first shift and comply with all safety/health standards at all times.

We use the “blue tape” method of communicating the use of items in the refrigerator. You will see items marked with blue tape indicating a day/date to be used or any other information concerning the food.

Supplies of blue tape, sharpies, scissors, wipe off pens, can opener are located in plastic box in locked closet. Please make sure to return all supplies to this locked location at the end of your shift.

The refrigerator/freezer and closet keys are located in the closet to the left of the PCC refrigerator hanging on a hook. Please make sure to return the keys to this location at the end of your shift.

Accent cook duties will vary depending on if it is a **“Donated Meal”** night or a **“SLM Provided Meal”** night. Following are the procedures for each type of meal night.

Donated Meal Night:

The meal is being prepared by a donor either off-site and delivered into the kitchen or sometimes the meal is prepared in the kitchen. The driver may also be scheduled to pick up the meal at donor's location.

Accent cook prepares all meal supplements: salad, bread, hot cocoa, sandwiches, dessert.

1. Turn on ovens to 350 degrees or whatever temperature is necessary depending on the temperature of food to be warmed. Refer to exact directions on side of ovens:
2. Turn on hot water for cocoa. Turn the knob all the way to "10." Set up the cocoa container with 1.5 cans of cocoa mix. **Make sure the spicket on the container is in the off position!**

3. Put all trays of donated entrée/side dishes in ovens by 5:45pm
4. Prepare 1 large tray of bread: use 6 or 7 loaves of bread from refrigerator/freezer/staging area, arrange in large tray, wrap with foil and warm up in oven for approximately ½ hour.
5. Prepare salad: use packaged salad or donations from refrigerator and mix in large metal salad tub, cover with foil and mark “salad” on top.
6. Check all trays in oven/stir as necessary.
7. Load sandwiches on the cart, 50-60 sandwiches.
8. Prepare dessert box with desserts from refrigerator/freezer. If sending out

cakes/pies, cut everything into serving pieces.

9. Use black tube to fill cocoa container with hot water. Secure lid on cocoa container. Turn off hot water.
10. Load salad dressing/butter box onto cart. Refill butter container if necessary.
11. With the help of the Driver, load the hot cocoa container into the van.
12. Remove all trays from oven upon arrival of driver. Place each foil tray into a metal tray. Turn off all ovens.
13. Assist the Driver with loading the cart and the van with all necessary items.

14. Return all keys to key closet, wash all utensils and supplies used and return to their proper place.

SLM Provided Meal Night:

The meal is taken from SLM freezer meal stock and warmed up/cooked by Accent Cook.

Trays of entrée/side dish will be in refrigerator marked with blue tape.

Please refer to amounts needed for your meal night to ensure enough food. Accent Cook also prepares all meal supplements: salad, bread, hot cocoa, sandwiches, dessert.

1. Turn on ovens to 350 degrees or whatever temperature is necessary depending on the temperature of food to be warmed.
2. Turn on hot water for cocoa. Turn the knob all the way to "10." Set up the cocoa container with 1.5 cans of cocoa mix. **Make sure the spicket on the container is in the off position!**

3. Get entrees/side dishes from refrigerator. Prepare entrée/side dish trays for warmup or cooking. Ensure that trays are securely wrapped with foil and marked on top of tray with tray contents.
4. Put all trays of entrée/side dishes in ovens by 5:45pm
5. Prepare 1 large tray of bread: use 6 or 7 loaves of bread from refrigerator/freezer/staging area, arrange in large tray, wrap with foil and warm up in oven approximately ½ hour.
6. Prepare salad: use packaged salad or donations from refrigerator and mix in large metal salad tub, cover with foil and mark “salad” on top.
7. Check trays in oven/stir as necessary.

8. Load sandwiches on the cart, 50-60 sandwiches.
9. Use black tube to fill cocoa container with hot water. Secure lid on container. Turn off hot water.
10. Load salad dressing/butter box onto cart. Refill butter container if necessary.
11. With the help of the Driver, load the hot cocoa container into the van.
12. Remove all trays from oven upon arrival of driver. Place each foil tray into a metal tray. Turn off all ovens.
13. Assist the Driver with loading the cart and the van with all necessary items.

14. Return all keys to the key closet, wash all utensils and supplies used and return them to their proper place.

FOOD AMOUNTS NEEDED PER SITE:

Monday/Wednesday, Redwood City

approximately 100-125 servings

Monday: 5 large trays entrée

Wednesday: 6 large trays entree

Monday & Wednesday: 3 large trays
side dish/vegetables/canned fruit

Tuesday/Thursday, Menlo Park

approximately 50-65 servings

Tuesday: 2 large trays entrée

Thursday: 3 large trays entree

Tuesday & Thursday: 2 large trays side
dish/vegetables/canned fruit

DRIVER:
NIGHTLY PROCEDURES
Hours: 6:30p.m. – 10:00 p.m.

Thank you so much for serving as a Driver!

Some kitchen related information:

We use the “blue tape” method of communicating the use of items in the refrigerator. You will see items marked with blue tape indicating a day/date to be used or any other information concerning the food. **Please mark all leftover food trays when returning them to the refrigerator with blue tape or sharpie with a date and contents.**

Supplies of blue tape, sharpies, scissors, wipe off pens, can opener are located in plastic box in locked closet. Please make sure to return all supplies to this locked location at the end of your shift.

The refrigerator/freezer and closet keys are located in the closet to the left of the PCC refrigerator hanging on a hook. Please make sure to return the keys to this location at the end of your shift.

Driver duties will vary depending on if the meal is delivered into the kitchen/prepared in the kitchen or is required to be picked up at the donor cook’s location. **Please review the weekly schedule or Food Plan Detail for the week prior to your shift to allow for any extra time that may be needed if required to pick up the meal at the donor cook’s location**

**DRIVER DUTIES ON NIGHT
WHEN DONOR COOK DELIVERS
MEAL INTO KITCHEN:**

- 1.** Collect van keys from closet. Move the van from PCC parking spot to the loading area by the kitchen.

- 2.** Load the van with all food trays and all meal supplements with the help of Accent Cook. Load 2 cases of water. Ensure that hot boxes are securely locked and hot cocoa container and all other items are secure.

- 3.** Gather any van supplies that have been put on kitchen counter and load into van. Refer to the following checklist prior to departure:

VAN CHECKLIST

- Van fuel level
- Table cleaner bucket
- Hand wash bucket: sanitizer
- Tablecloths
- Nightly box: plates, trash bags, gloves
- Drink cups
- Step stool
- Back up case of water
- Box extra gloves
- Box fork/napkins
- Box utensils (cleaned)
- Paper towels
- Box hand cleaner wipes
(TOP SHELF OF VAN)

- Box extra trash bags
- Boxes extra soup
spoons/knives/forks
- Extra plates/bowls/small plates

4. Drive to the appropriate site, either 1300 Middlefield Road, Redwood City or Merrill Street, Menlo Park. Departure time is dependant on destination.
5. At the site, Table Captains and Servers will assist with unloading all food, tables and supplies.
6. Once setup is complete, feel free to mingle and fellowship with the group, assist with serving or wait until the meal is complete.
7. Enjoy a meal once all guests have received their 1st plate of food.
8. Count and note the number of guests receiving a meal. **Please list the number of guests as well as the number of plates served.** This is critical information that is reported to both our funders and the public and also

helps us to know food quantity requirements.

9. Upon completion of the meal, return all trays, tables and supplies to the appropriate place in the van. **Please make notes of supplies needed to be replaced or cleaned as well as leftover food quantities, as these items will need to be reported on the Evening Driver's Report at the the end of the shift.**
10. Return to the PCC kitchen. Return unused food trays to the refrigerator and mark appropriately. All utensils, containers and serving supplies should be washed and returned to their proper location.
11. Lock refrigerator and freezer.

12. Complete Van Checklist located on inside of locked closet with wipe off pen, noting any supplies needed to be restocked.
13. Return van to PCC parking spot.
14. Complete online Evening Driver's Report.

**DRIVER DUTIES ON NIGHT WHEN
MEAL IS TO BE PICKED UP BY
DRIVER AT DONOR COOK'S
LOCATION:**

- 1.** Collect van keys from closet. Move the van from PCC parking spot to the loading area by the kitchen.
- 2.** Load the van with all meal supplements with the help of Accent Cook. Load 2 cases of water. Ensure that hot cocoa container and all other items are secure.
- 3.** Gather any van supplies that have been put on kitchen counter and load into van. Refer to the following checklist prior to departure:

VAN CHECKLIST

- Van fuel level
- Table cleaner bucket
- Hand wash bucket: sanitizer
- Tablecloths
- Nightly box: plates, trash bags, gloves
- Drink cups
- Step stool
- Back up case of water
- Box extra gloves
- Box fork/napkins
- Box utensils (cleaned)
- Paper towels
- Box hand cleaner wipes
(TOP SHELF OF VAN)

- Box extra trash bags
- Boxes extra soup
spoons/knives/forks
- Extra plates/bowls/small plates

4. Drive to donor location to pick up the meal.
5. Drive to the appropriate site, either 1300 Middlefield Road, Redwood City or Merrill Street, Menlo Park. Departure time is dependant on destination.
6. At the site, Table Captains and Servers will assist with unloading all food, tables and supplies.
7. Once setup is complete, feel free to mingle and fellowship with the group, assist with serving or wait until the meal is complete.
8. Enjoy a meal once all guests have received their 1st plate of food.

9. Count and note the number of guests receiving a meal. **Please list the number of guests as well as the number of plates served.** This is critical information that is reported to both our funders and the public and also helps us to know food quantity requirements.
10. Upon completion of the meal, return all trays, tables and supplies to the appropriate place in the van. **Please make notes of supplies needed to be replaced or cleaned as well as leftover food quantities, as these items will need to be reported on the Evening Driver's Report at the the end of the shift.**
11. Return to the PCC kitchen. Return unused food trays to the refrigerator and mark appropriately. All utensils, containers and serving supplies should

be washed and returned to their proper location.

12. Lock refrigerator and freezer.

13. Complete Van Checklist located on inside of locked closet with wipe off pen, noting any supplies needed to be restocked.

14. Return van to PCC parking spot.