

# Serving Church Lunch Notes & Responsibilities

Note: beware not to set your donuts, baked goods on back counter, w/ windows and the morning sun, could melt your frosting ☺

**Church Towels:** Please take home and launder the Sunday before you give dinner. When returning, [please put the solid color \(gray, brown, & tan\) towels in drawer in the beverage area](#) We hope this helps avoid coffee stains :)

- Some wash rags go to R or L of each sink
- Towel drawers: Look for Towel labels
  - Beverage towels – (solid gray, brown, tan) middle drawer to the left of the beverage sink.
  - Several towels in 2nd & 3rd drawers down (to right of back sink)
  - All other wash rags and towels - middle drawer (back counter, directly behind middle sink)
- **Towel Basket:** Please place this in dishwasher area, beside post

**Kitchen door code:** Be sure to push the clear (C) button a couple times before entering the code. Push the buttons down firmly as far as they go. If it doesn't work the first time, hit clear and try again.

**Setting tables:** # seats ~ 171 (table #1-36, #2,3,4-39/ea, #5- ~18)  
# trays – 56 (48 small & 8 large )

Good idea to wash tables before setting.

**Fill Napkin/condiment holders** (takes about 1 hour)

Supplies and directions are under each table.

Hint: Set the holders together and fill all the napkins, then all the tea, etc.

**Extra spoons for filling holders:** please get these from last lower cabinet by dish room.

Each table:

- Napkin/ condiment baskets (position as marked)
- Place a napkin and glass/ mug at each seat.
  - Table 5 – set with all glasses
  - all other tables alternate glass/ mug (except- set with all mugs around the curve)
- Extra glasses and mugs can be placed underneath at **both work stations**, as labeled
  - 12 mugs
  - 20 glasses **on a large tray**
  - 2 glasses next to the condiment baskets

(if there are not enough, it's Ok to take a few from the trays underneath any table except Table #1)
- 2 dish tubs/ table - placed (as marked) next to the wastebaskets
- Set out hand sanitizers
- Place Reserve sign (under each long table) on the first place, left side of table.

## **Location of General kitchen items:**

**Coat Rack:** in Back Entry Room (between dish room and storage room).

**Gloves:** If desired, gloves are located in top drawer front side of middle counter.

**Utensils:** **Knives:** knife block on back counter & the top left drawer of center counter  
**Spatulas/ items for dishing up:** top utensil drawer in middle counter (next to knife drawer)  
**Cooking, stirring utensils:** to left of stove  
**Serving line utensils:** top drawer on front side of middle counter  
**Items for preparing fresh fruits/ veggies:** top drawer to left of Back sink

**Electric Knives:** are in knife drawer on back side of center counter.

**Cutting boards:** are above the Second microwave (closest to dish room).

**White tubs:** are above the First Microwave (closest to beverage room).

**Trays:** are in **the second front island**, top 2 large drawers.

**Glasses & Mugs:** on carts under the counter in the Dish washer area.

**Saran & Foil:** extra-large rolls: below either micro/oven unit  
Regular size: two top drawers centered between stove and either micro/oven unit.

**Paper/ plastic products:** are all under the front side of middle counter, 4 large drawers facing the dining room. Plastic gloves and baggies are in the top drawer of middle counter. **Please bring/use your own containers or boxes for your left-over food.**

**China -** There are 60 of the following china pieces (enough for paring w/ each food tray) available for use if desired for meat/cheese etc. Plates: lower drawers, directly left of first microwave/oven unit. Salad/dessert plates, fruit dishes, serving bowls, and several cream pitchers: first upper cabinet.

**Baker's Rack, cart** – beverage area, next to bathroom. Feel free to use the bakers rack or the regular cart (cart garage - cupboard to the right side of center walkway) when delivering items to table.

**Moveable Counter** -You also may choose to use the moveable counter to extend your counter or bridge the gap in the front islands when filling trays. This is the counter next to the cooler. You will probably have to unlock the wheel brakes.

**Oven baking pans:** Middle drawers to right and left of stove.  
**\*\*Please see note on operation of ovens.**

**Roasters:** 6 roasters located in large drawers in middle of both front islands.

**Spoons & forks:** (for trays/ condiment baskets) – **please get these from the last lower cabinet by dish room**

**Glass 9x13 and 9x9 pans** (for microwave cooking): upper cabinet R side of stove.

**Large commercial can opener** – mounted on table in storage room

## **Before Morning Service:**

### **Minister's water:**

Fill 8 glasses w/ a little ice and water and place on coasters between chairs on pulpit. **The tray** should be in upper cabinet to the right of back sink. (blue plastic tray)

**Coffee:** directions for coffee maker are in cabinet directly below or drawer to the right. The coffee maker usually comes by 9:30. If you need coffee earlier, there is a small coffeemaker on the counter, filters in corner cupboard above.

**Milk and Water pitchers** should be placed in cooler in beverage area. Typically fill about 25 water pitchers w/ ice and water. **Water pitchers** are in two big drawers on kitchen side of beverage area.

**Filtered Water** - Cold water setting at both sinks in Beverage area are filtered for drinking water.

## **Finish setting tables:**

- 3 damp dishcloths/ table (one at each end and one at middle work station)
- **1 black bucket** of soapy water somewhere in the middle (kept in 2 lg. drawers to left of middle sink) Fill 1/4 full w/ warm water and a drop of soap.
- 1 towel under each table near bucket
- **Forks on trays if serving meat and cheese (make your own sandwich style)**  
**Please use forks in silverware drawer back by dish room.**

## **Food Prep:**

**Pickle station** is near large back sink (back counter near dish room). **Strainers** in lower drawer to right of sink. **Pickle dishes:** upper cabinet to right of back sink. **Pickle forks** are in silverware cupboard (last lower cabinet to left of back sink). Pickle jars can be rinsed and placed in recycle containers (dish room area under stainless counter or cans in back storage room).

**Cutting sandwiches:** There are banks of outlets on the middle counter and also in top “false drawer” areas in the middle of the front islands. See location notes for placement of electric knives, cutting boards, and white food tubs. Etc. **\*\*Note:** A slight change from what we’ve done in the old kitchen – You might want to put your sandwiches in the refrigerator since the cooler is now largely used for the beverages, wherever there is room really.

**Trays:** You will need **56 trays (same as before remodel)**. There are 48 small trays and many large trays. Usually put 6 large trays on Kid's tables, and 2 on table #1 , left side as this is where the young boys will likely sit.

**\*\*Please try to place trays as marked on the edge of tables to ensure even spacing.**

**Don't forget forks if you are serving meat/ cheese separate. Get these from last lower cabinet by dish room.**

## During Lunch Hour:

Towards the end of morning service, make sure **all beverages** get put out on tables:

Kids table: 1 coffee, 1 hot water, 1 milk, two cold water

#1-4 tables: 3 coffee (one on each end, one at center workstation above wastebasket),

2 milk and 2 hot water (one at each workstation),

4 -6 water (2 at each workstation, one on each side of table)

**\*\*Be sure all long tables are covered w/ 3 waitresses at first setting. If some are missing, try to have others fill in. It is important to have 3 until everyone is served the first time.**

**\*\*Please have one of your family work the beverage station, refill water pitchers as needed until other workers arrive. They are instructed to eat at first setting.**

**\*\*Please try to sort left-overs between the first Front Island and front side of middle counter to keep open walk space between middle island and back counter for other traffic.**

**\*\* If you like, place baker's rack next to or between the center islands to hold trays during sorting process. **Plastic bags** are in top drawer of middle island.**

**Cleaning:** Sweeper and dust mop are in furnace room (off of the dining room, behind beverage room)  
Sweeper switch is in back entry room behind the door (same location as before remodel)

**Sweeping the carpet:** As before, a good general sweep under and around tables to get the food crumbs is appreciated. The cleaning crew will give it a detailed sweep the following day.

### **\*\*New Kitchen Garbage policy:\*\***

- Please flatten any boxes you aren't saving and take them directly out to the dumpster.
- After lunch, please be sure to empty all kitchen garbage cans. If not messy/food garbage, please consolidate the bags. No need to put fresh bag in if it just had wet paper towels.
- Garbage locations: **\*\*note – look for Trash labels and drawer knobs centered in drawer panel**
  - - beverage area right of coffee maker
  - - far right side of first front island
  - - to rt. of middle sink
  - - to left of back sink
  - - back counter, right of stove
  - - beneath hand wash sink

Remember: Look for the Trash labels.

- **Please remove all kitchen garbage to the dumpster (weather permitting). ALL TRASH MUST GO INSIDE THE DUMPSTER!** The enclosure entrance faces the FH. Please be sure the garbage bags are tied shut and make it **into** the dumpster. This includes all garbage (from tables/dish room) that is placed in the Back Entry room. In the case of inclement weather, the janitors will take care of it at a later time.

**Wipe** all counters/ sinks. If the Baker's rack was used, please make sure those trays are cleaned.

**Cooler and refrigerator:** check refrigerator/ cooler for leftover food. Wipe up any spills.  
These stay running.