

# **Kitchen Lead**

**EAT DEET SHEET  
TOPS'L CATERING**

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# **THANK YOU FOR SERVING AS KITCHEN LEAD THIS YEAR!**

Please use this Eat Deet Sheet, attached Catering Details sheet and attached grocery list as your go to guide for a successful week. It contains everything you need to know with regards to catering, vendors and meal serving. It also contains safety reminders. It is so important to keep a clean kitchen and for everyone serving meals to wash their hands/wear gloves as our families have compromised immune systems.

## **A FEW IMPORTANT TIPS/BEST PRACTICES**

### **GENERAL**

- If you have questions as you review your manual or schedule, please ask the Staff Lead.
- There is a daily grocery list attached. Each daily store run should just provide for the following day's meals to conserve refrigerator space. The Kitchen Intern is responsible for daily grocery runs and the receipts. Discuss any grocery needs with the interns.
- There is a Catering Detail sheet, attached as well, showing the caterer/vendor, if it is delivery or pick-up, and what has been ordered so you can verify we receive everything ordered.
- When packing any to-go meals, pack containers "family style" to limit the number of containers needed.
- Minimum age for serving food is 18. If additional help is needed, you may invite Leadership/Staff kids who are 16 and up who are not Family Partners to help serve (cannot serve in the allergy section of the line). Anyone serving food must go through the allergy/food safety talk.
- Kids younger than 16 that want to help can pass out plates, help with hand sanitizer, pass out silverware and help carry plates and drinks.
- You will receive a list of volunteers on your meal teams for breakfast and dinner when you arrive on Sunday. Use these meal teams to help prep meals, take things to the tent, clean up and serve. They are here to help and you do not need to handle everything on your own!

### **CATERING**

- To better serve our meals, serving sizes according to caterers are included with the meal details on the Catering Details sheet. Please go over these correct serving sizes with everyone serving meals.
- Our caterers will provide paper products for the meals they supply. Please plan to have extra napkins, plates, cups and silverware on hand in case we run low. For meals NOT from Tops'l catering, LFR will be providing our own paper products. Please DO NOT take paper products from inside Tops'l to use. Our LFR supplies will be stored in the kitchen house. If you run low, talk to your kitchen intern.

## SERVING LINES

- Meals will be served outside under the tent or indoors in Center Court. Discuss meal locations with your staff lead. We do NOT have use of Wimbledon room, but it may be available if we ask in advance.
- Please talk with your meal teams about cross- contamination. We have gluten, dairy and shellfish allergies on almost every retreat. Volunteers serving food cannot go between different stations (for instance the low country boil and salad) without washing hands and putting on new gloves. **This applies to utensils as well.**
- We will be setting up 2 serving lines for all meals. Please take time to use the tablecloths provided and wash each day (2 complete sets are provided for you).
- Drinks are NOT self-serve. When setting up drinks (cold or hot), make sure the spouts are faced away from the line.

## ALLERGIES

- While we special order for those with medical allergies, we cannot accommodate food preferences. As for food allergies, we have ordered the EXACT number of meals needed for that allergy. We accommodate Dairy and Gluten allergies only. This policy has been discussed with Family Partners AND Retreat Families.  
**Any questions about this should be taken to your Staff Lead.**
- While we don't order special meals- we do accommodate peanut allergies. We don't buy snacks or provide food with nuts and have informed Tops'l of that policy as well.
- Special meals ordered for allergies should be labeled and put aside for the specific person they were ordered for. See your allergy sheet to see who on retreat special meals have been ordered for.
- Please ensure that there is no cross contamination when serving food. Wear new gloves when touching allergy-specific meals. For example, do not touch a serving spoon to a flour tortilla and then dip the spoon back into the meat. The whole container of meat is now contaminated. The best practice is to separate portions of each food item and set to the side. Ex: place several servings of beef, chicken, rice, black beans, and salad in separate containers or to-go boxes for those with allergies so that it is not cross contaminated.
- Red aluminum pans and red serving utensils have been provided for your GF food items - please do NOT use these containers and utensils for any food that is not GF.
  - All breakfast cereals served on retreat are GF.
  - This is very important as each retreat attendee with an accommodated allergy trusts us to prepare their food safely. Please make sure you follow proper protocols. For questions, please contact Tammy Quick at 404-374-0791

## FOOD PREPARATION

- If you choose to prepare the fruit the night before- Tupperware containers have been provided for you.
- Avoid cross-contamination when using knives - do not use the same knife to cut fruit that was used to cut donuts
- Do NOT use ice for drinking that has been used to keep food cold
- If food has sat out in the hot sun, throw it out - do NOT try to serve it again later
- **Gray coolers are for ice ONLY. No food or drinks should be placed in the gray coolers.**
- **Orange coolers are for ice, water, or lemonade ONLY. Do NOT put iced coffee in orange coolers.**

A caterer will be providing the majority of your meals. You will be provided with a Catering Detail sheet that will show Caterer/Vendor information including pick-up time (if applicable), location and what should be provided for each meal. If you have any questions, please contact Tammy Quick at 404-374-0791.

# RESPONSIBILITIES

## KITCHEN LEAD

- Manage and communicate with meal teams
  - Set up a group text with breakfast/dinner teams
  - Meet with teams Sunday night after gathering
- Set up and organize serving tables for each meal
- Assign volunteers for food pick up when needed
- Work with Kitchen Intern to communicate our Allergy/Serve Safe policies
- Keep Kitchen house clean and organized
- Evening checklist

## KITCHEN INTERN

- Manage and inventory all supplies
- Daily grocery runs/receipt keeping
- Pick up food as needed
- Answer questions about Serve Safe and our Allergy Policy
- Help keep Kitchen house clean and organized
- Empty and wash, with soap and water, all silverware buckets each night

## WORK CREW

- Set up tables, tents and overhead fans for meal serving lines
  - Talk to kitchen lead about where they want the line
- Keep napkin holders clean and full and set them out for each meal
- Clean/wipe off tables before and after each meal
- Monitor garbage- make sure it's being taken out during mealtimes and cans are empty at the end of each day.
- Make sure there is enough ice for each meal in the correct cooler
  - Gray labeled coolers are for ice only
- Keep water coolers full at all locations
  - Bottled water gallons in Epworth/NC – poured into coolers
- Icing down beverages for Dad's poker night and beach picnic
- Clean the "ice only" cooler each night with soap and water

# Overview

- All meals will be served in a buffet line and will be eaten either outside under the tent or indoors in Center Court.
- You will have 2 serving lines.
- Drinks/coffee are NOT to be self serve. Make sure all spouts for the dispensers are faced away from the line.
- Adults serving food need to wear gloves and need to wash their hands before putting on the gloves.
- Refer to your allergy sheet in your welcome folder to see who has meals specially ordered.
  - Only people highlighted in yellow had meals ordered for their allergy. Please set those meals aside and only give them to the person they were ordered for.
  - If you have questions about allergies see your Staff Lead.
- Refer to your Catering Details Sheet for vendor info, delivery or pick-up and meal specifics
- Meal teams will be assigned for breakfast and dinner – lunch will be served by leadership/summer staff.



**\*\*SAVE GROCERY BAGS THROUGH THE WEEK TO BE ABLE TO USE ON SATURDAY MORNING WHEN FP PICKS UP BREAKFAST FOR THEIR FAMILY AND RF\*\***

	Breakfast	Lunch	Dinner
Sunday	On Own	On Own	On Own
Monday	Donuts, Cereal, Yogurt Bar, Grits Bar, Fruit, Fruit & Grain bars Coffee, OJ, Milk	On Own	Fried Chicken, Mac N Cheese, Green Beans, Rotisserie Chicken (for GF/DF), Salad Tea and Lemonade
Tuesday	Chicken Biscuits and Hashbrowns (GF/DF), Cereal, Yogurt Bar, Fruit, Fruit & Grain bars Coffee, OJ, Milk	Beef/Chicken Tacos, Rice, Chips and Salsa, Queso and Toppings, Salad & Black Beans Tea and Lemonade	Low Country Boil, Rolls and Salad, Chicken Fingers Sweet/Unsweet Tea
Wednesday	Donuts, Cereal, Yogurt Bar, Grits Bar, Fruit, Fruit & Grain bars Coffee, OJ, Milk	Grilled Chicken, Green Beans, Pasta Salad, Salad, Rolls Tea and Lemonade	Pizza, Carrot sticks and Ranch Tea/Lemonade Ice Cream Sundaes
Thursday	Breakfast Casserole, Cereal, Grits Bar, Fruit, Fruit & Grain bars Coffee, OJ, Milk	Chicken sandwiches, Nuggets, Grilled Nuggets (GF/DF), Chips (GF), Salad, and Cookies Lemonade  Mom's Lunch: Cool Wraps, Chick-n-Strips, Kale Salad, Fruit, Cookies/Brownies, Tea, Lemonade	On Own
Friday	Donuts, Cereal, Yogurt Bar, Fruit, Grits Bar, Fruit & Grain bars Coffee, OJ, Milk	Hamburgers/Hot Dogs, Pasta Salad, Corn, Salad Tea and Lemonade	Boxed Sandwich Meal Water, Popsicle
Saturday	Chicken Biscuits and Hashbrowns (GF/DF)	-	-

*\*We have procedures in place to minimize the risk of cross contamination, however we cannot guarantee that cross contamination may not occur*

*\*Menu items are subject to change*

*\*Gluten and Dairy Free are available for those who previously communicated allergies*

*\*Food items on retreat are peanut free, but there is no guarantee that the caterers' kitchens are peanut free*

# Coffee

Coffee is one of the primary jobs of the kitchen lead. You are provided with two 40 cup pots that need to be made each morning. In the summer months, you may want to add iced coffee to the menu and a water dispenser will be provided to use for iced coffee.

Our coffee pots do not need filters, use the basket inside the pot for coffee grounds.

Brewing time: Approximately 1 hour

<b>WATER LEVEL</b>	<b>AMOUNT OF COFFEE GROUNDS*</b>	
	<b>STRONG</b>	<b>MILD</b>
40 cups (max.)	3 ½ cups	2 ½ cups
30 cups	2 ¾ cups	1 ¾ cups
24 cups	2 ¼ cups	1 ½ cups
18 cups	1 ¾ cups	1 ¼ cups
12 cups (min.)	1 ¼ cups	1 cup

To make iced coffee- brew both pots in the morning and use one pot for the iced. Make the one for iced coffee with the stronger amount of coffee. Add ice to the clear water dispenser and pour the hot coffee right in! (You can use leftover coffee from day before as well). ONLY use the clear water dispenser for iced coffee. Do NOT use the orange coolers, those are only for ice, water, or lemonade.

# Kitchen Lead Schedule

## SUNDAY

- **Sunday only - breakfast, lunch and dinner on your own**
- **All Sunday kitchen prep will be done by the kitchen intern. Kitchen leads should plan to arrive at 6pm with the rest of leadership and FP's.**
- **Kitchen Lead can begin duties with the meal team meetings after the FP gathering at the tent.**
  
- **DAILY**
  - Attend any and all leadership meetings
  - Organize the kitchen house
  
- **1:00 PM**
  - Summer Staff meeting with Staff Lead (eat lunch before you come)
  
- **2:00 PM**
  - Pick up groceries for Monday breakfast – check your grocery list for details
    - Kitchen intern will also pick-up simple, individual donut, cookie, or cupcake for each birthday this week – verify allergy list to account for any allergies
    - Touch base with WC on timing so they are available to help you unload
  - Pick-up Sunday night dessert and Summer Staff dinner – check your Catering Details sheet for specifics
  
- **4:00 PM**
  - Prep any GF cookies (if needed) for dessert
  - Put water in insert of OJ dispenser to freeze. Use in OJ dispenser to keep OJ cold at breakfast.
  
- **5:00 PM**
  - Kitchen Intern will set-up Summer Staff dinner to be grab and go
  
- **6:00 PM**
  - Leadership and Family Partner arrival

- **7:30 PM**

- FP gathering at the tent
- Set up cupcakes/cookies on back table near the end of the meeting
  - You Will Need:
    - Cupcakes
    - Napkins (use dispenser on the table, Work Crew will refill)
    - GF/DF dessert option
    - Gloves
- Assist in handing out cupcakes/napkins to go
- Circle up with both your breakfast team and dinner team. (Logistics will be announcing the meal teams during the FP gathering and letting them know to meet you at the back of the tent after the meeting).
  - Verify phone numbers on the Serving Teams list and start a group text.
  - Let breakfast team know what time to report for breakfast duty in the morning and let dinner team know what time to report for dinner duty in the evening.
  - You must be at least 18 to prepare and serve food.
  - If you have long hair, please pull it back while prepping or serving food.
  - Wash hands and wear gloves at all times if prepping or serving food.
  - Allergies – we do special order for those with medical allergies, we cannot accommodate food preferences. We accommodate Dairy and Gluten allergies only. We have ordered the exact number of meals needed for these allergies. We will have one person designated on each meal team to be our allergy person.
  - Please ensure that there is no cross contamination when serving food.
    - Wear new gloves when touching allergy-specific meals
    - Each food item must have its own serving utensil to avoid cross contamination.
  - For breakfast, ask if there is someone who would like to be the runner to pick-up food. (M, W, F – donuts as well as Tuesday and Saturday – biscuits)
  - Answer any questions.

- **8:30 PM**

- Leadership meeting

# MONDAY

- **DAILY**

- Attend all Leadership prayer time/meetings
- Organize the kitchen house

- **7:00 AM**

- Start brewing coffee

- **8:00 AM**

- Send donut runner to pick-up donut order – check your Catering Details sheet for specifics
- Welcome volunteers to cut fruit, **cut donuts in half**, make OJ and prepare all breakfast items – see Catering Details for specifics
  - Use the gallon pitchers to make the OJ and pour into OJ dispenser. Dispenser will hold 3 gallons. Have extra OJ made and on hand to refill as needed.
  - Take insert of OJ dispenser out of freezer to use in dispenser to keep the OJ cold. (Be sure to rinse and refreeze after breakfast).
- Summer Staff Devotional Time – Kitchen Intern attend if possible

- **8:30 AM**

- Set up breakfast line to be ready to go by 8:45.
  - For grits bar, have a server dispense water from 40 cup pot designated for water
- Leadership Prayer

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Bowls
- Spoons
- Cups (Parfait cups for Yogurt, Juice/Water and Coffee)
- Serving Utensils (both black for regular items and red for GF items)
- Hot water dispenser
- Ice pan for Yogurt
- Small Red Ice pan for DF Yogurt (if needed)
- Silver buckets with ice for Milk
- OJ dispenser with frozen insert
- Sugar shakers and creamer (for coffee station)
- Beach pails for spoons (be sure all spoons are handle up in pails)
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed

- **9:00 AM**
  - BREAKFAST
- **9:30 AM**
  - Logistics Meeting under the tent followed by Merch sale
- **10:00 AM**
  - Kitchen Intern grocery run for Tuesday needs – see grocery list for details
- **11:00 AM**
  - Merch Sale
- **12:00 PM**
  - LUNCH – on your own
- **5:45 PM**
  - Prepare GF/DF Mac n Cheese, if needed for DF or GF/DF allergies (GF mac-n-cheese will be provided by caterer)
  - Prepare Salad - Use large aluminum pans. For lettuce, you will use approximately 2 large containers, per large aluminum pan. For each salad, prepare using 4 toppings from suggested toppings list. Provide 3 dressings, a couple being GF options. Suggested toppings can include tomatoes, cucumbers, corn, black beans, chickpeas, carrots. Avoid using nuts or things that are not GF (such as croutons).
- **6:00 PM**
  - Meet caterer for set-up
- **6:30 PM**
  - DINNER – See Catering Details sheet for specifics

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Serving Utensils (both black for regular items and red for GF items)
- Extra paper products (plates, silverware, cups – in case caterer supplies run low)
- Beach pails for silverware
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

- **7:00 PM**
  - Test propane tanks/check supplies for low country boil
  - Begin Evening Check-list if time allows
  
- **8:00 PM**
  - Refuel
  
- **9:00 PM**
  - Leadership meeting
  - Finish any Evening Check-list items not completed earlier

### **EVENING CHECK-LIST**

- All dishes in kitchen house cleaned / run dishwasher
- Wash/dry silverware beach pails
- Wash/dry all black serving line tablecloths
- Prep coffee pots for morning
- Take out all garbage, make sure food isn't left sitting out
- Prep carts for the morning with all supplies needed for breakfast



Please place any allergy specific meals on the side and label them with names. These meals have been specially ordered, please help us to make sure they go to the person they were ordered for.

# TUESDAY

- **DAILY**
  - Attend all Leadership prayer time/meetings
  - Organize the kitchen house
  
- **7:00 AM**
  - Start brewing coffee
  
- **8:00 AM**
  - Send runner for breakfast pick-up – check your Catering Details sheet for specifics
  - Welcome volunteers to cut fruit, make OJ and prepare all breakfast items – see Catering Details for specifics
    - Use the gallon pitchers to make the OJ and pour into OJ dispenser. Dispenser will hold 3 gallons. Have extra OJ made and on hand to refill as needed.
    - Take insert of OJ dispenser out of freezer to use in dispenser to keep the OJ cold. (Be sure to rinse and refreeze after breakfast).
  - Summer Staff Devotional Time – Kitchen Intern attend if possible
  
- **8:20 AM**
  - Set up breakfast line to be ready to go by 8:45.
  - Leadership prayer


## **You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Bowls
- Spoons
- Cups (Parfait cups for Yogurt, Juice/Water and Coffee)
- Serving Utensils (both black for regular items and red for GF items)
- Ice pan for Yogurt
- Small Red Ice pan for DF Yogurt (if needed)
- Silver buckets with ice for Milk
- OJ dispenser with frozen insert
- Sugar shakers and creamer (for coffee station)
- Beach pails for spoons (be sure all spoons are handle up in pails)
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

- **9:00 AM**
  - BREAKFAST
    - Ask Fulfillment to return Chick-fil-A bags to Chick-fil-A when they go to the warehouse
  
- **10:00 AM**
  - Kitchen intern grocery run for Wednesday needs (see attached list)
  
- **11:00 AM**
  - Warm black beans for tacos in the oven in an aluminum pan. You will want to make 2 pans, one for each serving line
  - Prepare Salad – Use large aluminum pans. For lettuce, you will use approximately 2 large containers per large aluminum pan. For each salad, prepare using 4 toppings from suggested toppings list. Provide 3 dressing selections with a couple being GF options. Suggested toppings can include tomatoes, cucumbers, corn, black beans, chickpeas, carrots. Avoid using nuts or things that are not GF (such as croutons).
  
- **11:30 AM**
  - Set up meal line outside/meet caterer
  - Have work crew make sure orange water coolers are full of ice and water and there is ice available for the tea and lemonade the caterer is providing – bring plastic cups
  
- **12:00PM**
  - LUNCH – See Catering Details for specifics

**You Will Need:**

- Gloves
  - Big bottle of Hand Sanitizer
  - Caterer should provide plates, silverware, and cups
  - Extra paper products (plates, silverware, cups – in case caterer supplies run low)
  - Serving Utensils (for black beans and salad) – (both black for regular items and red for GF items)
  - Beach pails for silverware
  - \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
  - To-go containers (for those who are arriving late or not able to make it)
- 
- **1:00 PM**
    - Leadership meeting
      - Leadership Team photo will be taken

- **2:00 PM**
  - Pick-up shrimp from Publix
  
- **2:30 PM**
  - Begin the boil (Ask FPs for 1 to 2 volunteers to help with low country boil – usually there will be someone who loves to do this)
  
- **4:45 PM**
  - Send runner to pick-up chicken fingers – see Catering Details sheet for specifics
  - Prepare Rolls
  - Prepare Salad – Use large aluminum pans. For lettuce, you will use approximately 2 large containers per large aluminum pan. For each salad, prepare using 4 toppings from suggested toppings list. Provide 3 dressing selections with a couple being GF options. Suggested toppings can include tomatoes, cucumbers, corn, black beans, chickpeas, carrots. Avoid using nuts or things that are not GF (such as croutons).
  - Make lemonade using water in lemonade cooler WC has provided
  
- **5:30 PM**
  - Along with dinner meal team set up serving lines
  -  **PLEASE TALK WITH YOUR STAFF LEAD ABOUT SETTING UP SEPARATE LINES FOR those eating the boil and those who are NOT EATING the boil.**
  
- **6:00PM**
  - DINNER – See Catering Details sheet for specifics
  - For GF – the boil is GF
  - For DF – make sure some of the boil is reserved **BEFORE** pouring butter sauce over boil
  - Make sure everyone who does not wish to eat the boil gets chicken fingers **BEFORE** offering any extra to everyone.
  - **\*\***Make sure pots are thoroughly washed after the boil AND throw out any disposable aluminum pans used for the low country boil.
    - Use special coiled hose provided by Work Crew to thoroughly clean the pots outside

**You Will Need:**

- Butcher block paper (to cover serving tables)
- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Prepackaged silverware

### **You Will Need cont'd:**

- Cups (lemonade/water)
- Cocktail Sauce for the Boil, Ketchup for the Chicken Fingers
- Serving Utensils – both black for regular items and red for GF items
- Beach pails for silverware
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

### **• 7:00 PM**

- Dad's Poker Night

### **• 8 – 9:45 PM**

- Flip Side
  - Provide Flip Flop Lead with ice cream, 2-liter Cokes, 12 oz cups, spoons and napkins
    - Ice cream scoop, cups, spoons, and napkins should be in the Flip Flop - Flip Side bin
- Place popsicles in freezer so have time to freeze for Friday night Beach Picnic
- Complete Evening Check-list

### **EVENING CHECK-LIST**

- All dishes in kitchen house cleaned / run dishwasher
- Wash/dry silverware beach pails
- Wash/dry all black serving line tablecloths
- Prep coffee pots for morning
- Take out all garbage, make sure food isn't left sitting out
- Prep carts for the morning with all supplies needed for breakfast



Please place any allergy specific meals on the side and label them with names. These meals have been specially ordered, please help us to make sure they go to the person they were ordered for.

# Low Country Boil Instructions

## TO DO:

1. Make sure the propane tank has enough gas
2. Pickup shrimp @ 2:00 PM from Publix Seafood
  - o Quantity: 25lb of frozen shrimp;
  - o Be careful transporting shrimp - best idea is to use a truck bed and keep in garbage bag lined box.

## RECIPE

<b>PREP WORK</b>	<p><b>POTATOES</b> Wash potatoes. If the potatoes are golf ball sized leave them whole. If the potatoes are larger than golf ball sized, then cut them in half. This promotes even cooking. Large pieces of approximately 1-2" diameter is best.</p> <p><b>SAUSAGE</b> If using pre-packaged kielbasa (smoked Polish sausage) cut each sausage in about 5 to 6 pieces. Each piece should be about 3 inches long. This kielbasa is almost always pre-cooked.</p> <p><b>LEMONS</b> Cut in half</p> <p><b>CORN</b> Frozen corn - leave in the package until ready to boil.</p> <p><b>SHRIMP</b> Remove any ice prior to cooking.</p>
<b>BASTING SAUCE (Can be prepared ahead of time)</b>	<p>Using a small saucepan, melt eight sticks of butter on stovetop. Remove from heat. Add approximately 2/3 cup plus 4 Tbsp of dried parsley and the juice of 2-4 lemons to the melted butter and stir. (Add several tablespoons, about 4 or 5, of Old Bay to this butter mixture too). Keep all the lemon rinds to use in the pots of water. Bring the butter mixture and the lemon rinds to the area where you are making the low country boil.</p>
<b>THE BOIL</b>	
<b>T-2 HOURS</b>	<p>Place two serving tables together and tape butcher paper covering the tops. Tape additional butcher's paper to a THIRD table for the <u>NO SHELLFISH LOW COUNTRY BOIL</u>.</p> <p>Fill both pots half full of water and bring to a boil.</p> <p><b>SEASON THE WATER</b> Approximate 9 oz of Old Bay (1.5 containers) in each pot. Squeeze 4-6 lemons into each pot of water and add the lemon rinds.</p> <p><b>TASTE</b> You'll want to taste the water and make sure it is not too salty. (The butter sauce will add saltier flavor later). You want to taste the Old Bay and lemon, but the water should not taste salty.</p> <p><b>SHRIMP</b> Remove any ice prior to cooking.</p>

<p><b>T – 1.5 HOURS</b></p>	<p><b>POTATO TIME</b>  Add half of the potatoes to one pot and half to the other pot. Make sure you use the baskets in each pot. Depending on the size of the potatoes, they should take between 15-25 minutes to cook. Periodically test a potato by stabbing it with a fork or knife. When you can pierce the potato with little resistance, the potatoes are done.</p> <p>When the potatoes are done, it is time to add the corn.</p> <p>*Depending on timing, the baskets can be left out of the water for a short time, don't leave the cooked potatoes in the water too long or they will turn to mush (soggy mashed potatoes, no thanks!)</p>
<p><b>APPROX. 4:30 PM</b></p>	<p><b>ADD THE CORN</b>  It is easiest to take the baskets out of the water and add the corn then return the corn to the boiling water. Using frozen corn makes the water temperature drop below boiling. Bring the water back to boil. Once the water is returned to a boil the corn is adequately cooked.  Be careful returning the basket to the water as the water level can rise quickly.</p> <p>Remove the Corn and Potatoes from the boiling water. (this will prevent them from overcooking and allow room for the remaining items) Set in large aluminum bowls and cover with foil.</p> <p>Return the water to a boil.</p>
<p><b>T – 15 MINUTES</b></p>	<p>Do this step as close to meal time as possible.  In one basket add all of the Kielbasa sausage.  In the other basket add all of the Shrimp removing as much ice as possible.</p> <p><b>KIELBASA</b>  Return the sausage basket to the boiling water: The sausage will require 5-10 minutes to “cook” (it is already cooked, we’re just heating it up)</p> <p><b>SHRIMP</b>  Return the basket with the shrimp to the boiling water. Agitate the shrimp by stirring or moving the basket. The shrimp will take approximately 4 minutes. Once the shrimp turn pink, they are done and should be removed from the water immediately.</p>
<p><b>SERVE</b></p>	<p><b>RESERVE SOME</b>  Corn, Potatoes, and Kielbasa for the No Shellfish Boil.</p> <p><b>BEFORE</b>  Pouring butter sauce over boil verify</p> <p><b>IF YOU HAVE ANYONE DAIRY FREE and RESERVE SOME</b>  Corn, Potatoes, Shrimp and Kielbasa</p> <p><b>FOR THE REMAINDER</b>  Spread the Corn and Potatoes from the large bowls onto the table. Dump the remainder of the Kielbasa and the Shrimp on top.  Spread the basting sauce on the top of the pile and mix. Cover with foil until ready to serve.</p> <p>Leave some old bay for people to add seasoning if they wish.  Put out cocktail sauce as well.  People seemed to prefer a bit less salty flavor so I would not put any additional Old Bay.</p>

## WEDNESDAY

- **DAILY**

- Attend all Leadership prayer time/meetings
- Organize the kitchen house

- **7:00 AM**

- Start brewing coffee

- **8:00 AM**

- Welcome volunteers to cut fruit, make OJ and prepare all breakfast items – see Catering Details sheet for specifics
  - Use the gallon pitchers to make the OJ and pour into OJ dispenser. Dispenser will hold 3 gallons. Have extra OJ made and on hand to refill as needed.
  - Take insert of OJ dispenser out of freezer to use in dispenser to keep the OJ cold. (Be sure to rinse and refreeze after breakfast).
- Summer Staff Devotional Time – Kitchen Intern attend if possible

- **8:20 AM**

- Send runner to pick up breakfast – see Catering Details for specifics
- Set up breakfast line to be ready to go by 8:45.
  - For grits, have a server dispense water from 40 cup pot designated for water
- Heat GF breakfast frittatas
  - Take order from GF people so you ONLY heat what you need
  - Frittatas are microwaveable so should only take a few minutes to heat
  - Consider taking “orders” Tuesday evening so you know what you need ahead of time
- Leadership prayer

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Bowls
- Spoons
- Cups (Parfait cups for Yogurt, Juice/Water and Coffee)
- Serving Utensils (both black for regular items and red for GF items)
- Hot water dispenser
- Ice pan for Yogurt
- Small Red Ice pan for DF Yogurt (if needed)

**You Will Need cont'd:**

- Silver buckets with ice for Milk
- OJ dispenser with frozen insert
- Sugar shakers and creamer (for coffee station)
- Beach pails for spoons (be sure all spoons are handle up in pails)
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

**• 9:00 AM**

- BREAKFAST

**• 10:00 AM**

- Kitchen Intern grocery run for Thursday needs – see grocery list for details

**• 11:00 AM**

- Prepare salad for lunch. Use large aluminum pans. For lettuce, you will use approximately 2 large containers, per large aluminum pan. For each salad, prepare using 4 toppings from suggested toppings list. Provide 3 dressing selections with a couple being GF options. Suggested toppings can include tomatoes, cucumbers, corn, black beans, chickpeas, carrots. Avoid using nuts or things that are not GF (such as croutons).

**• 11:15 AM**

- Set-up outside serving line / Meet caterer (delivery at 11:30 am)
- Have work crew make sure orange water coolers are full of ice and water and there is ice available for tea and lemonade – bring plastic cups

**• 12:00 PM**

- LUNCH – See Catering Details sheet for specifics

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Caterer will provide plates/silverware/cups
- Serving Utensils (Salad – use red utensils if GF)
- Extra paper products (plates, silverware, cups – in case caterer supplies run low)
- Beach pails for silverware
- Caterer will provide Serving Utensils for food they bring
- \*\*Napkins – in dispensers on tables. Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

- **1:00 PM**
  - Conched out
  
- **5:00 PM**
  - Heat GF/DF pizzas (if needed)
    - Follow directions on pizza box to heat. You can heat more than 1 pizza at a time.
    - Once pizza is cooked, cut into pieces, slide back into box, and then place in the BLUE rolling cooler to keep warm.
  
- **5:15 PM**
  - Send runner to pick-up pizza – see Catering Details sheet for specifics
  
- **5:45 PM**
  - Make Lemonade using water in lemonade cooler WC has provided
  
- **6:00 PM**
  - DINNER – see Catering Details sheet for specifics

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Cups
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)
- Bowls (ice cream party)
- Spoons (ice cream party)
- Beach pails for spoons (be sure all spoons are handle up in pails) (ice cream party)
- Serving Utensils including ice cream scoops (ice cream party) (both black for regular items and red for GF items)

- **6:45 PM**
  - Set-up Ice Cream Bar for Unbirthday Party - 1 serving line
  - Toppings in different bowls
  - Pre-scoop Ice Cream to make the line go faster
  
- **8:00 PM**
  - Leadership meeting
  
- **8:45 PM**
  - Refuel
  - Make sure Evening Check-list is complete after Refuel
  - Verify you have placed the popsicles in freezer so they have time to freeze for Friday night Beach Picnic

#### **EVENING CHECK-LIST**

- All dishes in kitchen house cleaned / run dishwasher
- Wash/dry silverware beach pails
- Wash/dry all black serving line tablecloths
- Prep coffee pots for morning
- Take out all garbage, make sure food isn't left sitting out
- Prep carts for the morning with all supplies needed for breakfast



Please place any allergy specific meals to the side and label them with names. These meals have been specially ordered, please help us to make sure they go to the person they were ordered for. Please supervise the specially ordered pizzas being passed out.

# THURSDAY

- **DAILY**

- Attend all Leadership prayer time/meetings
- Organize the kitchen house

- **7:00 AM**

- Start brewing coffee

- **8:00 AM**

- Welcome volunteers to cut fruit, make OJ and prepare all breakfast items – see Catering Details sheet for specifics
  - Use the gallon pitchers to make the OJ and pour into OJ dispenser. Dispenser will hold 3 gallons. Have extra OJ made and on hand to refill as needed.
  - Take insert of OJ dispenser out of the freezer to use in dispenser to keep the OJ cold. (Be sure to rinse and refreeze after breakfast).
- Summer Staff Devotional Time – Kitchen Intern attend if possible

- **8:20 AM**

- Meet Caterer (delivery 8:30)
- Set up breakfast line to be ready to go by 8:45.
  - For grits bar, have a server dispense water from 40 cup pot designated for water.
- Heat GF breakfast sandwiches
  - Take order from GF people so you **ONLY** heat what you need
  - Sandwiches are microwaveable so should only take a few minutes to heat.
  - Consider taking “orders” Wednesday evening so you know what you need ahead of time.
- Leadership prayer

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Bowls
- Spoons
- Cups (Juice/Water and Coffee)
- Serving Utensils (both black for regular items and red for GF items)
- Hot water dispenser
- Small Red Ice pan for DF Yogurt (if needed)
- Silver buckets with ice for Milk

**You Will Need cont'd:**

- OJ dispenser with frozen insert
- Sugar shakers and creamer (for coffee station)
- Beach pails for spoons and forks (be sure all spoons are handle up in pails)
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

• **9:00 AM**

- BREAKFAST

• **10:00 AM**

- Kitchen Intern grocery run for Friday needs – see grocery list for details (can do in afternoon if needed)

• **11:00 AM**

- Make Lemonade using water in the lemonade cooler WC has provided
- Make large salad for lunch – Use large aluminum pans. For lettuce, you will use approximately 2 large containers per large aluminum pan. For each salad, prepare using 4 toppings from suggested toppings list. Provide 3 dressing selections with a couple being GF options. Suggested toppings can include tomatoes, cucumbers, corn, black beans, chickpeas, carrots. Avoid using nuts or things that are not GF (such as croutons).

• **11:30 AM**

- Lunch delivered
- Mom's lunch will be delivered with the regular lunch. Check Catering Details for specifics so you can keep these items separate.
  - Hospitality will deliver the Mom's lunch items to CG

• **12:00 PM**

- LUNCH (FP's and RF dad and kids) – see Catering Details sheet for specifics
- Have work crew make sure the water coolers are full of ice and water – bring plastic cups
- Ask Fulfillment to return Chick-fil-A bags to Chick-fil-A when they go to the warehouse

**You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates

### **You Will Need cont'd:**

- Forks
- Cups
- Serving Utensils (for Salad) – both black for regular and red for GF items
- Beach pails for forks (be sure all forks are handle up in pails)
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

### **• 1:30 PM**

- Conched Out and Dinner on your own
- Complete Evening Check-list now or after Night of Worship

### **• 5:00 PM**

- Dinner on your own

### **• 7:30 PM**

- Night of Worship

### **• 9:00 PM**

- Leadership meeting OR SL will decide to have early Friday morning

### **EVENING CHECK-LIST**

- All dishes in kitchen house cleaned / run dishwasher
- Wash/dry silverware beach pails
- Wash/dry all black serving line tablecloths
- Prep coffee pots for morning
- Take out all garbage, make sure food isn't left sitting out
- Prep carts for the morning with all supplies needed for breakfast

## FRIDAY

- **DAILY**
  - Attend all Leadership prayer time/meetings
  - Organize the kitchen house
  
- **7:00 AM**
  - Start brewing coffee
  
- **8:00 AM**
  - Send donut runner to pick up donut order – check your Catering Details sheet for specifics
  - Welcome volunteers to cut fruit, **cut donuts in half**, make OJ and prepare all breakfast items - see Catering Details sheet for specifics
    - Use the gallon pitchers to make the OJ and pour into OJ dispenser. Dispenser will hold 3 gallons. Have extra OJ make and on hand to refill as needed.
    - Take insert of OJ dispenser out of freezer to use in dispenser to keep OJ cold. (Wash and rinse insert thoroughly before storing after breakfast).
  - Summer Staff Devotional Time – Kitchen Intern attend if possible
  
- **8:20 AM**
  - Set up breakfast line to be ready to go by 8:45.
    - For grits bar, have a server dispense water from 40 cup pot designated for water.
  - Leadership prayer

### **You Will Need:**

- Gloves
- Big bottle of Hand Sanitizer
- Plates
- Bowls
- Spoons
- Cups (Parfait cups for Yogurt, Juice/Water and Coffee)
- Serving Utensils (both black for regular items and red for GF items)
- Ice pan for Yogurt
- Small Red Ice pan for DF Yogurt (if needed)
- Hot Water Dispenser
- Silver buckets with ice for Milk
- OJ dispenser with frozen insert
- Sugar shakers and creamer (for coffee station)
- Beach pails for spoons (be sure all spoons are handle up in pails)
- \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
- To-go containers (for those who are arriving late or not able to make it)

- **9:00 AM**
  - BREAKFAST
- **10:45 AM**
  - Prepare GF buns (if needed) - make sure buns are sliced
  - Prepare Salad for lunch – Use large aluminum pans. For lettuce, you will use approximately 2 large containers per large aluminum pan. For each salad, prepare using 4 toppings from suggested toppings list. Provide 3 dressing selections with a couple being GF options. Suggested toppings can include tomatoes, cucumbers, corn, black beans, chickpeas, carrots. Avoid using nuts or things that are not GF (such as croutons).
- **11:15 AM**
  - Set-up outside serving line / Meet caterer (at 11:30)
  - Have work crew make sure orange water coolers are full of ice and water and there is ice available for the tea and lemonade the caterer is providing – bring plastic cups
- **12:00 PM**
  - LUNCH – see Catering Details sheet for specifics
    - Cut some hamburgers in half for small kids to start.
  - Coordinate with Work Crew to ice down mini waters for beach picnic

**You Will Need:**

- Gloves
  - Big bottle of Hand Sanitizer
  - Caterer will provide plates/silverware/cups
  - Serving Utensils (Salad - use red utensils if GF)
  - Extra paper products (plates, silverware, cups– in case caterer supplies run low)
  - Beach pails for silverware (be sure all silverware are handle up in pails)
  - \*\*Napkins – in dispensers on tables, Work Crew will set out and refill as needed
  - To-go containers (for those who are arriving late or not able to make it)
- **1:00 PM**
    - Merch sale
    - Clean and organize kitchen house. Pack up all supplies in kitchen house if moving.
  - **3:00 PM**
    - Hope Jar & Prayer time

- **4:30 PM**

- Check Catering Details sheet to verify if you need to send a runner to pick-up dinner for beach picnic

- **4:45 PM**

- Refuel

- **5:45 PM**

- Dinner on the beach (FPs picking up RFs at 5:30p)
- Work with WC to have an assembly line with picnic baskets / garbage bag and sandwiches for each FP/RF pairing

**You Will Need:**

- Gloves
  - Big bottle of Hand Sanitizer
  - Waters (coordinate with WC on this)
- Finish packing up kitchen house and all supplies (if moving)
  - Complete Evening Check-list - be sure all LFR supplies are packed up

**EVENING CHECK-LIST**

- All dishes in kitchen house cleaned / run dishwasher
- Wash/dry silverware beach pails
- Wash/dry all black serving line tablecloths
- Take out all garbage, make sure food isn't left sitting out
- Have grocery bags ready for to-go breakfast in the morning



**ENSURE ALL RECEIPTS ARE GIVEN TO STAFF LEAD**



Please place any allergy specific meals to the side and label them with names. These meals have been specially ordered, please help us to make sure they go to the person they were ordered for. Please supervise the specially ordered pizzas being passed out.

## SATURDAY

- **7:15 AM**
  - Send runner to pick-up breakfast – see Catering Details sheet for specifics
- **7:45 AM**
  - Set-up station with bags\*\* for FPs to pick-up as to-go
    - \*\*Use grocery bags collected through the week for pick-up\*\*

### **You Will Need:**

- Gloves
  - Grocery bags you collected during the week
  - Napkins
- **8:00 AM**
    - FPs will come by to get RF and FP breakfast
    - \*\*arrange with Staff Lead to return Chick-Fil-A bags before leaving town
  - Kitchen Intern – Once everything is cleaned up from breakfast, Kitchen house is clean and all common spaces are cleaned, touch base with Staff Lead to see what else is needed.
  - **STAFF LEAD WILL BE THE ONE TO GIVE YOU THE FINAL OKAY OF WHEN YOU ARE DONE FOR THE DAY.**



# Kitchen Safety Guidelines

As Kitchen Lead, it is important to ensure the meal prep space is clean, family partners handle food appropriately and the food once laid out for families/family partners to eat is kept at the appropriate temperature. Please be sure all family partners follow these ServSafe guidelines. For more information on ServSafe, log onto <http://www.servsafe.com/home>

## **KITCHEN FOOD STORAGE:**

- In the fridge, store ready to eat food and produce above any raw seafood, meat or poultry to prevent cross-contamination.
- Don't store food next to cleaning chemicals.
- When prepping utensils, be sure utensils are handles up.
- Shelving will be provided at each retreat to store dry goods and prep materials.

## **KITCHEN PREP:**

- All family partners must wash their hands before beginning food prep. Hand sanitizer should also be used but it isn't an alternative for hand washing.
- All family partners with long hair must wear it in a ponytail before beginning food prep.
- All family partners must wear gloves for food prep at all times. If gloves become soiled, family partners need to replace them with a clean pair. Also, if going from raw meat to produce or vice versa, new gloves must be used.
- No eating or drinking by family partners in food prep area.
- Wash all kitchen utensils/serving pieces in the dishwasher.

## **FOOD SERVICE:**

- Everyone serving food must wear gloves and have their hair back.
- **Each food item must have its own serving utensil to avoid cross-contamination.**
- All food needs to be kept at the appropriate temperature. All foods that can spoil in the sun must be served over ice. For example, the yogurt cups must "sit" on a larger bowl of ice to ensure it stays the appropriate temperature. This is extremely important in the hot Florida sun. When in doubt, put over ice.
- There will be a separate, labelled cooler for food storage. The ice in this cooler should not be used for drinking.
- Ice used to keep food cool must be discarded and isn't to be used for other things.
- Leftover food that is considered not safe due to temperature must be thrown away after the meal.