



KITCHEN JOB DESCRIPTION-January 2023

BASIC:

- Arrive at 5:00 pm. Please place your coats, etc. on the hooks behind the door.
- Pick up the key fob from the Director's office hanging on the side of the file cabinet.
- There are Family Promise aprons hanging by the door or in a basket on the shelving to use while in the kitchen.

MAIN MEAL

The main meal will come from the Poverello Center, our commissary kitchen (transported by DIR) at around 5:00 pm Monday through Friday. You can take it out of the warming oven just before serving. Record the temperature of the items and record on the sheet on the refrigerator door.

Serving hours are from **5:30 pm until 7:00 pm. At 6:45, offer leftovers (see below)**

SALAD AND DESSERT PREPARATION

All salad supplies and desserts need to be purchased at a store or prepared in the kitchen here, per Health Department rules. Any food that needs rinsing or washing needs to be done in the prep sink; the separate sink near the refrigerator. Do not use the triple sink for this or the handwashing sink.

- There are bowls, knives, and utensils in the island in the kitchen for you to use. Cutting boards are stored next to the refrigerator.
- Family Promise will provide the salad dressings. These can be found in the refrigerator. If the squeeze bottles are empty, please wash them in the dishwasher and refill them.

DISHWASHER

All dishes, food serving items need to be washed and sterilized in the dishwasher. There are directions on the wall right next to the dishwasher, including shutting down. When you first arrive, start up the dishwasher following the directions on the wall.

- Turn dishwasher on - the master switch only
- Run 3 cycles. Wait for green light each time before opening the door (the green light does not turn off the first cycle so listen for it to be done)

SET UP TO SERVE FOOD

Family Promise paid staff will deliver the food, temp it (*above 140 degrees*) and put it in the warming oven (next to the freezer) . Volunteers should turn on warmers and cold trays in the serving table using the master switches only and place the Poverello food in the hot trays. (Turn off warming ovens). The salads and cold foods should be placed in the right hand side. The switch to turn the cool tray on is below the serving area.



SET UP THE SERVING AREA

- Roll up the windows: by serving window and by cleanup window by dishwasher
- Wash your hands in the hand washing sink following the 20 second procedure outlined on the wall. If you are touching food, you will need to wear disposable gloves.
- Prepare salads/ fruit in the kitchen- use the food prep sink by refrigerator for cleaning any food.
- Residents are in charge of their own beverages
- **SERVE from 5:30-7:00** (some families work until 6:30)
- Be cordial to all guests. You are encouraged to visit with them, greet the children, etc.
- Feel welcome to eat with guests after the bulk of folks are served,
- Note on sheet on refrigerator **any comments about meal** both good and bad and **number of people served**
- Feel free to take the laundry home and bring back at a later time.
- At 6:45, notify guests of any leftover food. You can offer hot food and use the leftover containers found under the kitchen island. We cannot keep any hot food.
- If guests ask for food for later, please use the leftover containers or paper plates rather than melanine plates.

CLEANUP

- Turn off food warmer master switch and cold/salad switch and warming oven.
- At 6:45pm, invite guests to take extra food to store in their own refrigerators/ freezers for the weekend. Make storage containers available when you pass food to them on a clean plate for them to prep. **We cannot bag up food for guests and/or distribute from FP Kitchen. Leftover containers are stored on the kitchen island.**
- Salads and fruits can be stored for 24 hours and reserved the following evening. Put fruits or vegetables that have been cut up into ziplock bags and note date on bag.
- Dispose of any hot food at the end of your night shift into compost bucket.
- Wipe the counter tops around the warmer area. Please use spray sanitizer and a clean cloth. We are using Spic and Span which is stored above the triple sink.

DISHES

Guests will bring their dishes to the cart outside the window by dishwasher. Please rinse all dishes before running them through the dishwasher.

- Air dry all dishes, then return to the appropriate place.

- Wash the pans from the Poverello upside down in the dishwasher. Return 3 empty food pans to the black CAMBRO container to return to the Poverello.
- Any cutting boards or things that don't fit should be washed in the triple sink, following the wash, rinse, sanitize procedure posted on the wall.
- Shut down dishwasher **master switch** only
 - Turn dishwasher off and let cool for a few minutes
 - Align the water wands so you can access the drains
 - Remove horizontal screen
 - Remove plug to empty water
 - After you drain the dishwasher, remove the vertical screen.
 - Clean screens and put back in their spots
 - Clean the sink and its screens in the rinse sink
 - Use the Squeegee to wipe down the stainless steel counters on either side of the dishwasher
 - You will most likely need to scrub with dishwasher soap and metal scrubber for any starchy items.

OTHER CLEANUP CHORES

- Roll down window by the dishwasher and serving window
- Sweep and Mop floor- broom, dustpan, mop and bucket are in the cleaning closet in the hall next to the door to the kitchen. Add one capful of cleaning liquid to the mop bucket. (the cleaning closet key is on the keyfob lanyard)
- Rinse wash bucket and return to closet
- Take out trash from the kitchen (out front door and on the east side of the building)- if the trash isn't full, you can leave it for another day.
- **Note: you can use the key fob to get back into the building when the door is locked.**
- *Empty the green compost bucket into the large green compost barrel next to the garbage cans. You can rinse the compost bucket in the closet sink.*
- Lock both kitchen doors before returning the key fob to office

GUEST RESPONSIBILITIES

Guests are responsible for cleaning their eating area. You can encourage them to do that. Residents have specific chores for cleaning the common areas, including the floors, tables and chairs.

*revised January 6, 2023

Thank you for volunteering!

