

Guidelines for Wednesday School Meal

Plan your recipe based on 70-90 people. There are recipes in the metal recipe box found in the Wednesday School cabinet under the phone, these are also available in a word file. Or use one of your own. Allrecipes.com is a website that easily scales quantities. Try to keep your costs at \$125 or less. Plan to include about 4 vegetarian servings in your meal plan. You do not need to worry about money or change; someone will be there to collect the money. They will reimburse you for your out of pocket expenses.

Basics to Buy:

Besides your recipe, buy 4-6 pounds of lettuce, 2 loaves of bread and 3 gallons of milk. If you have a chance, check the fridge to see if there is milk and bread before you purchase all of your supplies; note if they are marked for another purpose. You don't need to buy salad dressing, peanut butter, or jelly. For dessert, you can make something like brownies, or serve ice cream or ice cream bars. Note that we have many peanut and nut allergies, so providing a non-nut option is nice.

Set Up Instructions

Make 20 cups of coffee – use the regular coffee found underneath the counter in the coffee area (behind the dessert window). It takes around an hour to brew the coffee.

Put paper on the steam/serving table – this eases cleanup! You can find a large roll of paper in the Tired Foot room.

Put small Dixie cups and coffee cups on the tables; also napkins and the utensils needed.

Make 6 or so small cups of peanut butter and jelly (separate). Find the jelly in the fridge, the peanut butter in the Wednesday School cupboard under the phone, and the small plastic cups are on the top shelf of the cupboard that contains spices etc. We have to throw out whatever cups aren't used, so don't make too many. In a pinch there are individual packets of peanut butter and jelly in the cupboard behind the dessert window, where the coffee stuff is located.

Put water and milk pitchers on each table. Find the pitchers in the cupboards behind the dessert window, under the sink. Fill the water pitchers half full or so, but only fill the pitchers about a third full of milk. We can refill the pitchers, but we can't re-use the leftover milk unless you want to take it home. Don't put milk back into the milk jug at the end of the meal unless you are going to bring it home.

For faster serving, separate and put paper plates onto the steam/serving table ahead of time.

Put salad into large salad bowl with tongs, and put dressings found in fridge onto a small table.

Put the bread, peanut butter and jelly, and a couple of knives on the same table.

Put the black cart out into the room for trash and for silverware. Fill an ice cream bucket (found in the Tired Foot room) with soapy water for the silverware. Be sure there's a plastic bag in the trash container. If you can find the black smaller bin for silverware, you can use that instead of the ice cream bucket.

You can take leftovers home or perhaps see if there are any upcoming meals that could use the food. You can cover it well and freeze it in the Wesley freezer if you can't fit it into the freezer in the Tired Foot room. Be sure to label and date it, and try to tell <who> that the food is there. For example, in the spring, the Followers eat lunch after church on Sundays before play rehearsals; they can use about 25 servings, and/or salad leftovers. Also, sometimes you can get rid of leftovers by giving it to people who are hanging around after dinner, but feel free to bring them home. There are plastic containers in the lower cupboard to the right of the sink.

Other **Guidelines:**

1. Hands must be washed in the hand washing sink (in the closet) As much as possible, use disposable gloves on your hands when preparing food. After touching your face, touching your hair, blowing your nose, etc please wash your hands again. If you have a cold please do not serve or prepare food but you can clean up and do dishes.
2. Please wash dishes in the dish washer as much as possible. If washing dishes by hand, use hot soapy water, rinse in clear water, then sanitize in a solution of one capful chlorine bleach per gallon of water.
3. Dishes should be air dried. If you do need to hand dry a dish, use a clean dish towel.
4. All surfaces should be cleaned with soap and water, dried and sprayed with sanitizer.
5. Food preparation: do not cross contaminate utensils, boards, etc when preparing raw meat.
6. Food preparation: (blue) cutting boards are for raw meats only. After using the cutting board please run it through the dishwasher, sanitize and air dry.
7. Food serving: Fill milk pitchers 1/3 full and refill as needed. Throw out any unused milk (or someone can take it home to use in baking).
8. Peanut butter and jelly will be provided in individual containers, we will no longer have large containers sitting out for people to help themselves.
9. Suggested serving of bread: place on serving trays so it is easier to take a piece without touching the other pieces. Set out a loaf at a time, refill as needed and throw away the leftovers.
10. We are trying to avoid cross contamination upon serving, so anything to help reduce touching food en masse is encouraged. I.e. try not to serve chips, etc in one big bowl where people serve themselves.
11. Serving of food must be done by adults – even the dessert.
12. Hand sanitizer is placed in the serving line, encourage patrons to use the hand sanitizer after they pay.

