

Breakfast Duties

Breakfast is served from 7:00-8:00 a.m. on Saturday, Sunday and vacation days.

No one but the meal hosts are allowed in the kitchen when the Chef is cooking any meal.

- Arrive 15 minutes before breakfast serving time.
- WASH HANDS
- If necessary, turn on the hot chocolate machine. (Switches are on plug to left of machine and inside door.) Check the level of hot chocolate mix and, if it is low, add more. (Mix is on a shelf in the pantry.)
- Make regular and decaf coffee. (Decaf goes in the orange handled pot.) Start a new one when one is half gone. Make more throughout the meal.
- Place creamers, sugar, and sweeteners on counter near coffee machine.
- Fill and plug in automatic hot water carafe for tea.
- Put paper plates and bowls on counter near service area. (Extra supplies are in pantry.)
- Put salt and pepper shakers on the dining tables.
- Put out jam (in shallow bowl, with spoon), peanut butter and butter (on plate) on the shelf near the toasters.
- Put orange juice, paper cups and filled napkin basket on the small table near the plates.
- Split a sleeve of English muffins, and place near toasters.
- Put raisins and brown sugar (in bowls, with spoons) next to oatmeal at serving area.
- Make sure there is a tray under the milk dispenser, to catch spills and leaks.
- Put two tubs of warm soapy water on dirty dish counter. (One for silverware, one for mugs and glasses.)
- Ladle maple syrup for children.
- Relay individual orders for eggs to the Chef and tell Chef when French toast or pancakes are getting low.
- When finished, diners discard their used plates, bowls and paper cups, and put mugs, glasses, and silverware in tubs.
- When breakfast is done, put away all food: jam, PB, butter, English muffins, OJ, creamers, sugar, salt and pepper.
- Dry and put away dishes.
- Turn off coffee maker burners. Empty coffee pots, rinse with hot water, and run through sanitizer. (If people are staying, give them the responsibility of turning off burners and washing coffee pots; if left unattended, the coffee burns off and the pots will break.)
- Unplug hot water carafe.
- Rinse milk tray.
- Wash hot chocolate machine drain.
- Wipe tables with hot soapy water and sponges.
- Sweep, vacuum or use mop on especially dirty parts of the floor.
- Empty all kitchen trash and recycling containers. Seal the plastic bags and place them in the dumpsters outside the kitchen. Replace the plastic bags. (Bags are stored in the kitchen under the microwave.)
- Put the box cover over kitchen fan on Sunday morning. (The handles are on the lower end. There are slots opposite the slide bolts. Push the slide bolts in place.) You will

need a tall person to do this.

- The Sunday morning breakfast crew is responsible for putting all of the chairs upside-down on the tables. (This may be done before leaving Sunday afternoon.)

Dinner Duties

Dinner is generally served about 6:00 p.m. on Saturday. When two families are assigned to dinner duty, they can arrange to divide the duties for the evening. If the dinner count is more than 50, the weekend Host and Chef may decide to have an earlier seating for the children at 5:45 p.m., followed by a second seating for adults. The Chef will confirm the meal times with the weekend Host and dinner duty members. Children are called back to the dining room for announcements. After announcements, children are served dessert, then adults.

No food leaves the dining room.

Before:

- Put salt, pepper, two or three plates of butter and pitchers of ice water each dining table.
- Put salad, salad bowls and salad dressing (in bowls, with spoons) on the shelf near the toasters.
- Check the level of hot chocolate mix in the hot chocolate machine. Replenish as needed.
- When the Chef indicates, the meal is ready, ring the dinner triangle. (This job is usually assigned to one of the children.)
- Put two tubs of warm soapy water on dirty dish counter. (One for silverware, one for mugs and glasses.)

During:

- From behind the steam table, serve the potatoes, vegetables, sour cream, etc.
- Inform the Chef when additional supplies of the main entrée or other courses are needed.
- Dinner hosts can eat when everyone has been served.
- Serve dessert. When possible, use paper plates on shelf under coffee maker.
- When finished, diners discard uneaten food into trash barrel before placing plates, glasses and silverware in the appropriate tub.
- Dry and put away dishes from pass through window.

After:

- Put away butter, salt, salad makings, etc.
- Run the hot chocolate machine catch drain and all used coffee pots through the sanitizer.
- Wipe tables with hot soapy water and sponges.
- Diners who linger should wash their own plates and glasses, and put them in the sanitizer rack and wipe their tables.
- The dinner hosts will probably have to do another sanitizer load after the Chef leaves. The directions are above the sanitizer, but you should get instructions from an experienced member the first time you run it.
- Empty the trash containers. Seal the plastic bags and place them in the dumpster outside the kitchen. Put clean plastic bags in the containers. The bags are stored in the kitchen under the microwave.
- Sweep or vacuum the dining room floor.
- If the outside temperature is low, place the insulator box over the fan. (The handles are on the lower end. There are slots opposite the slide bolts. Push the slide bolts in place.)