

Upper Room Suppers

Person-In-Charge Instructions

Menu

1. Before Friday's meal, set the menu including dessert and drinks. Check the UMCRC website for the previous number of meals served as a guide in planning the number of meals to prepare. Contact other PIC's or committee members for any other questions.
2. Check pantry, refrigerator and freezer for any items that may be on your shopping list first.
3. Once purchased, you must take items directly to the church kitchen. You **MAY NOT** take home to store and then bring to church. Please plan accordingly, and if bringing in before Friday, check church calendar to make sure you are not disturbing another event in the social hall. A key to the social hall for URS activity is available in the church office, if required.
4. All food items must be marked with "URS" and the date it was placed in the kitchen, even if you plan to use all of it the night of the dinner. This is especially important if you purchase items a few days in advance.

Storing Food Prior to Friday's Meal

1. Unload food order on back kitchen counters only (not the counters near service window).
2. Place cooled items in refrigerator on "Upper Room Suppers" shelves on the right and nonperishable items in pantry located in hallway.
3. REMEMBER if you wish to prep some food items during this time (chop vegetables, clean fruit, etc.) you must:
 - a. Wipe down with warm soapy water counters and sinks that you will be using, followed by bleach/sanitizer solution, and air dry. See item 10 for mixing sanitizer.
 - b. Put on chef jacket, put on hair net or cap, wash hands, put on gloves.
 - c. Prep items with clean equipment and store properly to prevent contamination.
 - d. When finished, properly wash equipment and wipe down counters and sinks with warm soapy water, followed by sanitizer solution.
 - e. Place all towels and aprons in dirty laundry bin on right side of refrigerator.
 - f. Fill coolers with the required amount of water. Suggest 2 ½ gals during winter months and up to 5 gals during summer months. Place coolers in the refrigerator to cool overnight.

Preparing Friday Meal Before 5pm

1. As the PIC you will arrive first.
2. Unlock the north and east end hallway doors by the kitchen to permit entry of volunteers.
3. Unlock hallway pantry door.
4. Turn on hallway and kitchen lights.
5. Set proper temperature in kitchen on left side of oven and turn on hood exhaust switch (right of temperature) if using the stove/oven.
6. Set the main hot water heater thermostat by opening the door behind the kitchen door and turning the dial on the hot water heater to the black mark line. Next, turn on the dishwasher electrical hot water heater. Switch is located adjacent to and below the "hand washing" sink nearest the cabinets.
7. Turn on range as required.
8. Open service counter roll-up door.
9. Unlock the knife drawer; key is located in cabinet above the coffee maker.
10. Prepare 1 bucket of warm soapy water and 1 "kitchen" blue bucket of sanitizer solution, comprised of one teaspoon of chlorine bleach to eight cups of cool water. Test sanitizer solution using test strips located in kitchen office supply drawer below telephone. Sanitizer solution should read 100 ppm or greater. All cleaning items are located under the counter adjacent to the double sink.
11. Wipe down all counters, service counters, and sinks with warm soapy water and let air dry.
12. Sanitize above items, and let air dry.
13. Put on chef's coat, hair net or hat, wash hands properly, and put on gloves. Additional gloves are located in the pantry.
14. Begin to prepare menu.
15. Remember to make drinks (lemonade, water, iced tea, hot tea, and/or coffee, whatever you wish to serve) before 4:30 pm and place on service counter for dining hall volunteers to place on service tables. (Suggest making no more than 2 ½ gals of lemonade and cold water during winter months and up to 5 gals during summer months to reduce waste.)
16. Prepare dessert (it is up to you to serve dessert from service window or from dining hall service table, be sure to instruct helpers on what you decide).
17. After the volunteers arrive, brief them on emergency procedures, including the use of the fire extinguisher and unlock the north double-door in social hall.
18. Get out white dinner plates (and bowls if needed) and place on far right side of front of kitchen service counter near the phone. Keep track of the number of plates.
19. Get a donation basket or bucket for monies collected during service. Keep next to plates inside the service counter (not on the counter). When someone donates, have food worker handle only the basket and have the guest handle the money.
20. Right before 5pm, assemble the serving counters for meal service, placing food in serving dishes with serving utensils.

21. Make sure that right before 5pm you have 3 food servers (your food preparation cook and two kitchen servers - additional 4th server if serving dessert from dining hall service table) that are ready for food service with chef coats on, hair nets and hats, washed hands, and clean gloves.
22. Instruct your food servers on how you wish your assembly line of food to operate.
23. Shut and lock the two food service doors into the kitchen. This ensures that no one enters the sanitized area without prior approval to enter. NO ONE BUT FOOD SERVERS should be in the front of kitchen. If you do allow someone in, they must remain in back of kitchen only. If you touch a door knob, you must REWASH your hands and change gloves to prevent cross-contamination.
24. Inform your dining hall Coordinator that you are ready to begin serving.

During Meal Service

1. Your food preparation cook is your head server on the assembly line, so be sure to check-in with him or her on what food needs to be replenished, and so on.
2. Remain in the kitchen observing the assembly line of food, ensuring food safety policies are in place with the kitchen, and replenishing food when needed from the line.
3. Drinks may be refilled (use pitcher for refilling coolers) when needed for dining hall by either the kitchen or dining hall volunteers as per PIC discretion. Remember to rewash hands and change gloves after each time as you do not want to cross contaminant.
4. Replenish dish plates if assembly line is running low. Same for dining hall utensils and cups if directed from dining hall volunteers.
5. Do not forget about the dessert!
6. If you wish to start prepping for clean-up, remember to take off your chef coat, and gloves, then when ready to return to front of kitchen where the food is, you must put your jacket back on, wash your hands, and re-glove.
7. If you decide to go out and see guests and volunteers toward the end of the service, remember to take off coat, and when reentering kitchen, put coat back on, wash hands, and put gloves on.

After Meal Service

1. At 6pm, the dining hall coordinator will call for final seconds for people still eating. Once the coordinator informs you that all seconds are finished, you may start closing up the kitchen.
2. Turn off oven if it was used, and turn off all burners on stove.
3. You and the food preparation cook may begin packing any leftovers. Leftovers that may go to the public should be packaged and placed on the service counter for dining hall volunteers to distribute.
4. Put away unopened, nonperishable food into hallway pantry.

5. Once all food is put away, volunteers need to take off coats and place in laundry bin, and throw away gloves and hair nets.
6. Prepare the dishwasher for use, following the instructions on the wall, left of the machine.
7. The big orange drink containers are one of the only items that cannot go through the dishwasher and have to be hand washed in the right-side sink. Make sure to sanitize after the containers are rinsed. Use a clean gray bus pan for this task. Let air dry to prevent re-contamination.
8. Begin rinsing dirty dishes in left-side sink and loading the green dishwashing trays of pre-rinsed dishes.
9. Load dishwasher, wash, unload, and allow to air dry. Put away items, and repeat until all are finished.
10. Clean stove and all other kitchen equipment.
11. Get mop ready for use - in janitor's closet, fill bucket with warm water from black hose from sink, put in detergent from detergent on ground by sink, get mop.
12. Empty all trash containers and recycle container in the outside bins located at the west end of the parking lot by the playground. New trash bags are found on left pull out drawer to stove or hallway pantry.
13. After all of dishwasher loads are finished, turn down water heater levels - reverse step #6 from meal prep ****VERY IMPORTATION, DO NOT FORGET!!****
14. Wipe down all counters, sinks, and dishwasher with warm soapy water followed by sanitizer.
15. Turn air temperature to "nonuse" level in kitchen.
16. Sign-off on kitchen check-off list on right side of front of kitchen service counters (on wall) on correct date. Arrange kitchen per photo near hood exhaust fan switch.
17. Fill out the serving log sheet as indicated.
18. Sweep hallway and kitchen areas.
19. Mop hallway and kitchen area - should be almost to last thing.
20. Turn off all lights, including bathrooms.
21. Check to make sure all check off items are complete from coordinator list.
22. Make sure all doors to social hall are locked from the outside.
23. Any monies donated during the night should be placed in an envelope and placed inside the "after hours" drop box outside the sanctuary, facing the parking lot. Envelopes are found inside the white training binder. Be sure to have another helper walk with you while doing this for safety reasons.
24. If you purchased the meal, turn in all receipts and a green check request form into the front office (or "after hours" drop box) for reimbursement.

Thank you so much PIC! God bless you!