

Sunday Cooking Guide

START

- Arrive at [Talmage Terrace](#) by the back receiving doors (see right).
 - If the doors are locked, walk to the front lobby, turn right down the hall, take the first staircase on your right, and turn right again at the bottom of the stairs. Push through the double doors to the receiving room and prop open the back door for others.
- Get cooler key from the desk drawer near the cooler downstairs.
- Record cooler and freezer temperatures on clipboard form.
- Look over the week's meal plans and recipes on [Google Drive](#). As you are looking at the recipes, think about the following things:
 - *What will take the longest to cook? You should prepare this first.*
 - *How should each recipe be prepared? What needs to be rinsed, cut, mixed, seasoned, etc? How many servings of each item do I need to cut up?*
 - *How many volunteers need to be assigned to each task, and how will volunteers be organized and tasks delegated?*



SETUP

- **In the Receiving Room**
 - Although it is great to double-check that all your ingredients are there, Meal Planners will usually set aside all that is needed in labeled boxes and have step-by-step recipes on the meal plan.
 - Take boxes labeled for Sunday Cooking, as well as any other listed ingredients, out of cooler and place on carts (found under the stairwell in the hallway).
 - **Note:** Stack items in carts according to HACCP regulations (meats in appropriate order).
 - If meat juices get on the cart, make sure to sanitize it immediately.
 - If there is blood/juice left on the shelves in the cooler from the meat, clean and sanitize it immediately.
 - Take the Cooking binder (located in the cabinet), compost bin(s) and dirty clamshells (on the shelf next to the desk).
 - Take carts up to the kitchen by going straight down the hallway to the elevators near the lockers.
- **Basic Hygiene Practices**
 - Put on a hair net or hat.

- Remove all hand/wrist jewelry. Wash hands thoroughly with warm water up to the wrists for about 20 seconds. Dry using a single-use paper towel and put on latex gloves.
- Sanitize all surfaces you will be using.
- **In the Kitchen**
 - Group ingredients by recipe and place in designated areas on the work stations.
 - Make sure meats are being prepared on the work station at the far side of the kitchen. Produce and other ready-to-eat foods should be handled and prepared on the central counters.
 - Set out the appropriate number of cutting boards, knives (CKUGA has their own set in the back supply closet), and bowls/strainers for volunteers per the recipe needs.
 - Turn the oven on and preheat to the temperature of the first item you are cooking.
 - Check that there are sufficient hairnets and gloves available. Distribute these to volunteers as needed.
- **Volunteer Check-In**
 - Around 4:00pm, go out to the lobby to greet volunteers.
 - Make sure everyone is wearing appropriate attire (closed toe shoes and pants, no rings/bracelets or sleeveless shirts). If they are not dressed appropriately, they can find extra clothing in our extra clothing bin downstairs. Half-tights/leggings are okay. If they are not in closed toed shoes, however, and cannot make it home and back again in time for the shift, you can have that volunteer do labeling or bag packing in the receiving room (see **BAG PACKING**) and then send them home early, as we do not have extra shoes.
 - Lead volunteers into the kitchen and allow them to place their belongings in the office. At this time, check volunteers into their shifts on GivePulse.
 - Give volunteers a brief overview of the kitchen space, tools, general food safety, and the meal plan. This is also a good time to tell volunteers about the purpose of the shift/do an icebreaker. Show them where to put dirty dishes in the sink, where to put cutting boards at the far dishwasher, and how to clean and sanitize surfaces. Emphasize:
 - That they should wash hands and change gloves every time they switch tasks or otherwise contaminate their hands
 - Meats, produce and ready-to-eat foods need to be prepared on different counters/sinks.
 - Delegate tasks and show volunteers to their work spaces. Allow volunteers to choose their preferred task if possible. (Just be sure not to stick all of the less “fun” jobs on same people! Rotate tasks if possible.)
 - Instruct volunteers to put on hair nets/hats, wash their hands and put on gloves.

COOKING

- **General Best Practices**
 - As the shift begins, walk around to make sure volunteers know how to complete their tasks and answer any questions. Correct any behaviors you see that do not follow food safety

regulations.

- As the shift continues, be sure volunteers are following meal plan directions. Correct any behaviors you see. Prepare finished cuts to be seasoned and cooked.
 - Check the volunteer's knife techniques to be sure meats and vegetables are portioned or diced to the desired size (i.e. even portions for meats and bite-sized cuts for veggies).
 - Line pans with paper pan liners located below the counter on the window side of the kitchen. Spray cooking spray or cooking oil if needed (sparingly!). Line pans with food and season it with spices as directed (be careful not to over-season food, with a special note that pre-mixed spices having more salt).
- **Using the Oven**
 - Putting food into the oven:
 - Make sure a proper timer is set according to the time required to cook the dish. Depending on the dish, an oven probe is available to ring when the desired temperature of the food is met.
 - Make sure the proper function has been selected (steam, roast, bake, etc.). In general, steam leafy greens and bake meats, vegetables, and starches.
 - Removing food from the oven:
 - STAND BACK when opening the oven -- HEAT AND STEAM CAN BURN.
 - Take the cooking pans out of the oven with oven mitts and set on a work surface. If necessary, let the food cool until safe to handle.

STORING COOKED FOODS

- Once hot food is removed from the oven, take the internal temperature of each dish in multiple places. If the temperature requirement has not been met, return the pan to the oven. If it has, record the time and temperature on the HACCP form.
- Transfer the cooked food to clean, unused steel pans, taking care to not overfill each one. If the pans are filled too high, they will not cool adequately. This is especially true with thicker items and items with a high moisture content (e.g. meatballs, potatoes).
- Label each pan with the number of servings, name of the dish, and the use-by date.
- Place the pans of prepared food into the upstairs kitchen freezer (cooked/hot items) or cooler (uncooked/cool items like salads) with the labeled pan lids left slightly uncovered at one corner. This open corner will allow the dishes to cool down more quickly.
 - Inside the cooler/freezer, spread the pans out across the shelves to keep heat from staying trapped. If the pans remain stacked on top of one another, the food will not quickly reduce in temperature.
- Leave these pans here for Sunday Packaging and let Shift Captains know exactly how many pans of each item there are and where.
- Within two hours of the initial cooking time, take and record on the HACCP form the second temperatures of foods.
 - Be sure to wear a hat/hair net, wash hands and put on gloves.

- Sanitize thermometer and be sure to re-sanitize between food items.
- Discard any foods still above 70° after two hours from when it was cooked.
- If, by the end of your shift, you are unable to take and record second temps, let the Sunday Packaging Shift Captains know they need to complete this task.

BAG PACKING

For a Sunday/Monday client, a clamshell holds two prepared protein servings and two prepared veggie servings. The remainder of the meal is packaged in the grocery bag prepared during Sunday Cooking (e.g. a carton of eggs, a whole pie, a loaf of bread).

- One Shift Captain, with the help of one or two volunteers, can start bag packing while the rest of the group continues to cook/clean in the kitchen.
- Go to the CKUGA cooler and count the number of families represented on the routes (route sheets should be posted on the cabinet door by the cooler. You can also confirm this number on the meal planning recipe sheet).
- Grab one cooler bag per family from the shelf by the cabinet. Sanitize each bag with the sanitizer wipes.
- Pin the name tags of this week’s families (found in the small plastic box labeled “Week 1” or “Week 2”) onto the cooler bags. Line up each labeled bag in rows with their route outside of the cooler.
 - It is easiest to sort each route’s row in order of biggest/bag only families to smallest, to make it easier to add extra portions for the larger households. “Bag-Only” families should be considered large households since they will not receive prepared meals.
- Each family receives at least one loaf of bread, one dessert, and a portion of fruit. Sometimes meal planners will mark additional donations with the label “Sunday Bags” in the cooler (e.g. eggs, vegetables, potatoes, onions, etc.).
- One at a time, bring out the box(es) of desserts, breads, fruits, and then vegetables/extra items. When every bag has at least one of the following items, begin adding any extras to the largest families first, then smaller families, and repeat. Then bring out the next item.
 - Double-check fruit desserts for mold. Do not give out rotten or moldy produce. Dispose of any rotten produce in the compost bin (TAKE OFF PRODUCE LABELS if possible as they do not compost).
 - If instructed, bag vegetables into about 1.5 lb portions of similar varieties into the clear, food-grade bags located in the white cabinet.
- Once bags are full, group bags by route on the shelves in the cooler.

Pope	
Route: 1 Monday	Bag Only? <input checked="" type="checkbox"/>
HH Size: 1 Program: MOW	
<i>No bread, pineapple, avocado. Limited dairy and meat</i>	
Habte	
Route: 1 Monday	Bag Only? <input type="checkbox"/>
HH Size: 3 Program: TOT	
<i>No pork</i>	
Brightwell	
Route: 1 Monday	Bag Only? <input type="checkbox"/>
HH Size: 3 Program: GRG	

CLEANING AND SANITIZING

- **Washing Clamshells**

- Since we are the only ones using the kitchen Sunday afternoons, have a few volunteers to wash and dry clamshells using the automatic dishwasher (see below). Try to have volunteers switch off doing this role, so that nobody goes the whole shift only washing dishes.

- **Using the 4-Compartment Sink**

- About halfway through your shift, prep the sink with hot water and appropriate sanitizer and soap solutions.

Compartment #	Use	How to Prep
First (from left)	Soak: Used for baked-on grease, items can soak here as long as you need. This water will get dirty first.	Fill sink slightly over half full with hot water and run detergent pump (the larger pump) for 1 minute in the sink during fill-up.
Second	Wash: Scrub all dishes with a sponge.	Fill sink slightly over half full with hot water and run detergent pump (the larger pump) for 1 minute in the sink during fill-up.
Third	Rinse: Dunk dishes in clean water.	Fill sink slightly over half full with hot water ONLY.
Fourth	Sanitize: Soak rinsed items for 30 seconds in chemical solution.	Fill sink slightly UNDER half full with ONLY the sanitizer pump (the smaller one).

- As you replace empty pans with full ones from the cooler, place dirty pans by the dishwasher to wash. If there are volunteers to help clean, you can send pans through the washing process throughout the shift rather than all at the end of the shift. Throw away any other packaging (foil, plastic wrap, etc.).
- Take pans to wash in the 4-compartment sink, unless the industrial washer is powered on and available (see **USING AUTOMATIC WASHER**). Spray off any debris before washing.
- Leave dishes to air-dry or dry using towel rags (located in the bin underneath the radio). If there are no clean rags available, check the supply closet opposite the upstairs dry storage.
- New volunteers will need help knowing where dishes and utensils need to be stored.

- **Using the Automatic Dishwasher**

- Prep the dishwasher machine by first closing the drain located on the inside of the washer. Switch on the machine using the button on the top of the machine. Immediately after turning it on, hit the autofill button.
 - **Note:** If you do not hit the autofill button after turning it on, the coils will heat up without any water and the machine will begin to smoke. Do not break their machine this way, or you are going to have a bad day!
- Use the spray faucet and brushes to remove food scraps from containers.
- Stack pans/clamshells in a dishwashing rack, then move it into the machine. To start the

cycle, lower the side doors and listen for a click.

- Do not open the side doors until the cycle light turns off. Keep your face away from the machine as you open the doors -- the steam is hot and can burn.
 - You must wash your hands prior to handling clean dishes or drying dishes.
 - Clean rags can be used for drying clamshells. Rags are located in the bin underneath the radio. If there are no clean rags here, check the supply closet opposite the upstairs dry storage.
 - Clean pans and clamshells that belong to CKUGA are stored in the back corner of the dry storage room at Talmage.
- **Cleanup Before Sunday Packaging**
 - Wipe down and sanitize all the work surfaces using a cloth and sanitizing solution or sanitizing wipes.
 - Take out trash if necessary and replace trash bag. The garbage dumpster is located outside the kitchen door near the loading station to the left. *Be sure to prop the door so you are not locked out!*
 - Break down and recycle any boxes, plastic containers and other recyclables. The recyclables dumpster is located outside the kitchen door to the right.
 - Make sure the dishwashing station is clean, sinks are drained and clean of any food residues (e.g. meat juice, produce, etc.), surfaces are wiped down, and trash cans are empty. For the automatic dishwasher, **TURN OFF THE MACHINE BEFORE DRAINING IT.**

FINISHING UP

- Thank volunteers for their time! Shift Captains and volunteers may take one item home as a 'thank you' for their service. No one should be taking more than that.
- Touch base with the Sunday Packaging Shift Captains as they arrive on the number of servings and status of each food item.