

Instructions for Kitchen Workers – arrive at 3:00pm

Emergencies: call JoAnn Costanzo 240-434-9831

If you cannot avoid using school food that is on the menu for Monday, please be sure to text or call JoAnn Costanzo.

Menu Items:

- Chicken strips
- Mashed potatoes
- Green beans
- Hamburgers
- Cheeseburgers
- Hotdogs
- French fries
- Pulled Pork

Kitchen Setup:

1. Within the kitchen, open the closet marked Bingo (*the floor captain has the key to this closet*) and roll the tall rolling cart and the cart with the cash register into the kitchen.
2. Look for notes from JoAnn Costanzo or BJ shoppers on the white board on the back of the door.
3. Place the menu board out on the easel and tape on the special's sheet. *These sheets are located under the cash register.*
4. Also under the cash register are "open" and "closed" signs;
 - a. When you arrive put up the "closed" sign on the outside door, using blue tape. When you open (**at 5:00pm, or earlier on big night**), replace this sign with the "open" sign and prop open the door. The kitchen remains open during the first half of play, but the kitchen door should be closed.
Plug the cash register in next to the refrigerator.
5. Frozen food for bingo is found in the freezer, immediately to the **left** of the door.
6. In the Bingo closet you will find the following:
 - a. chips, candy bars
 - b. napkin holder, straws, coffee creamer, sugar basket, coffee stirrers (place on condiment table)
 - c. coffee cups, plastic cups (place next to cash register to be paid for)
 - d. dinner & dessert plates and French fry boats
7. Ensure the fridge containing the sodas/drinks is unlocked; restock/refill as necessary.
8. Take out condiments from the bingo fridge. Set out condiments on the table right outside the kitchen. Make sure condiment bottles are full and clean (wipe drips and runs).

Food Prep: (*use gloves when preparing and serving food*)

9. Take out of the freezer: **1 box of chicken, 2 bags of mashed potatoes, 2 bags of French fries, 15 hamburgers, 12 hotdogs and any desserts.**
10. Put water in steam table if there is none. Turn on with the switch and **set all thermostats to "3"**.
11. Start 12 cups of coffee. You need 1/2 cups of grounds to make 12 cups. Coffee pot should be placed on the counter inside the kitchen. The straws, coffee creamer, sugar, stirrers, etc are in a separate container. *Do not place cups on condiment table.*
12. Turn on lights and hood exhaust fan. (*Switches are located at the right of the grill on the wall*)
13. Turn on deep fryer. Instructions on wall by deep fryer and on bulletin board. **Set temperature to 360°**
 - a. *only use the Bingo fryer.
14. Place a large pot of water on to boil for mashed potatoes. When water starts boiling, place 2 bags of mashed potatoes in boiling water and boil for approximately 30 minutes. (*Be sure to put a small rack in the bottom of the pot so that the bags are not touching the bottom – bags will stick making a hole!*)
15. Heat one can of green beans/corn/peas in small pot, heat and then put into half sheet pan on steam table.
16. Heat one can of gravy in a pot/skillet and then put in small holder on steam table.
17. Cut and wrap any cakes that are brought in. *Make sure slices are consistent in size using a cardboard boat; too large is better than too small.*
18. Cook 1 bag of chicken. Use fryer and cook for 5 minutes.
19. Start cooking 12 cheeseburgers, 3 hamburgers and 12 hotdogs (boil hot dogs) at 4:15pm. Wrap them in foil when done.
 - a. Bake hamburger patties in oven **at 350° for 30 minutes** (flip at 20 minutes). Be sure that they are cooked throughout.

- b. Use parchment paper on baking sheets to aid in cleanup.
20. Start a bag of fries at **4:55pm**. (cook fries in fryer for 3-4 minutes)

Once the first game of bingo starts close the kitchen door. This is a good time to count holder boxes, 10 cards/stack. Also use this time to restock the sodas in the refrigerator (*be sure you put those sodas behind the other sodas*), stock the basket of candy and begin cleaning, refill condiment bottles. Walk the bingo floor and collect trays for cleaning. Get prepared for intermission.

Intermission Prep:

- 21. Coordinate with floor workers to determine when the last game before intermission is starting.
 - a. At this time, fry 1-2 bags of fries.
 - b. Cook additional chicken tenders ONLY if necessary. We do not want to waste food.

Clean-up:

- 22. At the end of intermission, close kitchen doors and start cleaning up.
 - a. Wash all pots/dishes/utensils/trays and put away.
 - b. Perform another sweep of the hall for food trays. Wash all trays before leaving.
 - c. Wipe down all tables.
 - d. Sweep kitchen floor (broom in closet on the outside of kitchen in gym area in closet).
 - e. Please place pots, utensils, extra supplies, electric cord, etc back on rolling cart and put back in the Bingo Closet
 - f. Put away all left over food. Freeze any leftover desserts.
 - g. Refill the condiments before putting them back in the fridge.
 - h. Captains – check that the cheese is properly wrapped! Saran wrap is in the bingo closet.
 - i. Restock soda fridge. Bring existing sodas to the front of the shelf and place restocked sodas towards the back. Lock soda fridge.
 - j. Cash register should also be put back in bingo closet.
 - k. When all is done and you are leaving, close the closet door.
- 23. Take trash from the kitchen out to the dumpster (dumpster off the loading dock is for garbage, trash, etc.). Smaller dumpster on the far side is for all recyclables. PLEASE DO NOT THROW TRASH IN WITH RECYCLABLES.
- 24. Fill out the inventory sheet that is found on the cart, under where the cash register sits. Add any notes for JoAnn Costanzo or the BJ shoppers, like the location of leftovers, in the Notes section. Put the inventory sheet on the whiteboard on the door of the Bingo closet.
- 25.

PUT ALL LEFTOVERS IN THE REFRIGERATOR

PLEASE MAKE SURE THAT OVENS, BURNERS, DEEP FRYERS, STEAMTABLE SWITCH, HOOD FAN AND LIGHTS ARE OFF!!