

Life Teen Hospitality Guide

Lead Cook Details

Arrival and Materials

Lead Cooks are welcome to arrive as early as 5:00 p.m. to begin food prep. Rebecca or a designated volunteer will be there to greet you. If you plan to arrive later than 5:00 p.m., please text Rebecca to let her know (703) 887-9847 when she should arrive to let you in. All doors will be locked – head to the Well to meet Rebecca, or text her and she can meet you at the doors to the Cafeteria.

You're welcome to do as much or as little food prep at home in advance. Some people like to do a little prep in their own homes and finish cooking in the parish kitchen, while others prefer to cook everything on site since the parish kitchen is spacious. The kitchen has two ovens, an industrial dishwasher, a griddle, and plenty of counter space.

If you plan to cook fully in the parish kitchen, we suggest that you bring the following items from home:

- Sharp knives - we have a couple, but they are pretty dull
- Spices (we have salt and pepper)

Everything out in the open in the kitchen is available for use (pots, pans, bowls, etc.) You may also use the school's cutting boards that are located in the kitchen closet toward the back right. Please do not take any other supplies from the cabinets or shelves that are not labeled with a Youth Ministry sign.

In the kitchen closet, we have materials that are available for use on the first set of shelves on the left. You will see a Youth Ministry sign hanging on our shelving unit. You'll see our cups stacked, along with a couple boxes. In the boxes, there are disposable plates, utensils, and napkins. These are for emergencies only - we use the parish's set of plates, utensils, and cups that are stacked in the closet. For our Sunday night dinners, we try to reduce as much waste as possible and avoid single-use items.

In addition to these supplies, we have two blue/gray boxes that have cooking utensils – large spoons, ladles, a can opener, tongs, measuring cup, measuring spoons, spatula, etc. We also have aluminum foil and ziploc bags in the middle closet in the Well for use if needed.

In one of the bins, you'll see a yellow folder with blank reimbursement forms. Please fill out the form using the sample provided, and place any receipts in the folder. We will process your refund the following week, and you will receive a check in the mail. We will cover costs up to \$200. Anything over that amount will be reimbursed on a case-by-case basis.

Dinner is typically served around 6:45 p.m. Lead cooks should stay until dinner is served. Once all the teens have gotten food, you are welcome to make your own plate of food and enjoy dinner with the other hospitality volunteers. You're welcome to stay to help with cleanup, but this is not required.

Meal Ideas

You should plan to cook for about 40–45 people. Please try to keep the meal around \$150.

We understand that cooking for a large group of people can be intimidating. Meals that can be made in bulk are best – tacos, pasta, casseroles, meat & veggies, etc. Reach out to us if you need help with generating ideas.

In addition to your entree, we will set up a salad bar. Please purchase two containers of mixed greens, one bag of shredded cheddar cheese, a container of small tomatoes, one cucumber, and a bag of croutons. You're welcome to purchase any other materials for the salad if you'd like, but these are the basics we include each week. We typically have salad dressing in the fridge, so you do not need to purchase more.

You're welcome to provide dessert, but it is not required.

Hospitality Crew Details

Arrival

For those on our hospitality crew, please arrive at 5:30 p.m. to begin setting up. If you plan to come after the 5:30 p.m. Mass only, please note that on your sign up so we can recruit more volunteers.

Photos

Please take a photo at the beginning and end of the night. We use these pictures to show the condition in which we received the kitchen and how we leave it at the end of the night.

Pre-Wash Dishes

We begin each night by pre-washing the dishes – this step is recommended as a best practice by our kitchen staff that works in the school when using the school's plates. Turn on the dishwasher and close the hood so the water can preheat (see the directions posted on the wall to the left of the dishwasher). Once the water reaches 160 degrees, it is ready to be used. When using the colorful plates from Creation Care Ministry (this is our default), we do not need to pre-wash the plates because they are kept in a closed bin. Please still pre-wash the cups and utensils if time allows.

The soap is typically kept on the metal shelf near the dishwasher. All you need is a quarter-sized dollop for each load since the water is reused for each cycle.

The plates, glass cups, and utensils are located in the kitchen pantry. Check with the person cooking that night to see what utensils will be needed for dinner. Wash around 40 plates, 40 drinking cups, and 40 of the appropriate eating utensils.

Rolling Cart

There is a tiered rolling cart with trivets, oven mitts, cloth napkins, rags, towels, and cleaning spray. Place this outside the kitchen door.

Water

In the kitchen closet on the Youth Ministry shelves, you'll see a water dispenser in a box. We typically set up one dispenser of water for dinner. Fill it with ice from the kitchen and use the filtered water fountains. One fountain is located near the Well. Place both at the far end of the serving table. Place the water cups next to the dispensers. If you have extra time, you can pre-fill the cups with water.

Setup Serving Table

- We use the first table closest to the kitchen to serve dinner. First, set out the gray bin of utensils found in the kitchen closet. We have a wooden utensil holder in one of the gray bins that can be used. Set out the purple cloth napkins next to the utensils (sometimes they need to be folded), followed by the stacks of plates.
- Next, lay out the salad bar (separate ingredients and use the small kitchen bowls so teens can build their own salad). There is salad dressing in the fridge in the Well that can be put out.
- After the salad, put out the entree (use trivets if needed).
- Towards the end of the table, set out the cups and water dispensers, followed by any dessert brought for the night.

Assist lead cook as needed

Help the lead cook with any dinner prep, especially with setting up the salad bar.

Dishes

Set up two carts with gray bins for dirty dishes in the Cafeteria (bins are typically kept in the cabinets underneath the counters). As the teens finish their food, monitor the bins so they do not over-stack the plates or cups. Place the white laundry basket near the carts for dirty cloth napkins and towels.

Dinner Service

We aim to start dinner at 6:45 p.m. each night. Hospitality volunteers should assist with serving the food. Once all the teens have gotten food, you are welcome to make your own plate of food and enjoy dinner with the other hospitality volunteers. Around 7:15 p.m., an announcement will

be made for the teens to start cleaning up. One grade each week will be in charge of wiping the tables with rags and cleaning spray found on the tiered rolling cart.

Using the Kitchen

Dishwasher

- See the directions to the left of the dishwasher hanging on the wall.
- The dishwasher needs to be preheated.
- Soap is typically located in the metal shelf across from the sinks, on the end facing the ice machine.
- Each cycle takes about 6-8 minutes
- At the end of the night, drain the dishwasher (lever is on the inside of the dishwasher).
- Turn off the switch and leave the hood open.

Ovens

- The right oven typically cooks slower than the left.

Clean Up – Checklist of Tasks

- Package the leftover food – use the aluminum tins in the Well closet, ziploc bags, etc. Leftovers can be placed in the kitchen fridge. Please take a photo of the leftovers and text to Rebecca with a description of what is there. At the end of the night, Rebecca will call Manuel Ponciano from the No Hands But Yours Ministry for the food to be picked up and donated.
- Leftover salad materials can be placed in the Well fridge if they will keep by the next Life Teen (cheese, croutons, salad dressing, etc.) Please use the tape and marker hanging on the fridge to label each item with the date it was opened.
- Wash all the dishes and stack them in their original places
- Rinse gray dish bins and return them to their original place (typically in one of the cabinets under the counters)
- Dishwasher crates should be placed under the counter near the dishwasher, to the right of the ice machine. **Please DO NOT stack crates on top of the ice machine.**
- Close the serving window – pull down the sliding metal window
- Return supplies to the Well – dirty laundry basket, blue/gray bins, rolling cart. If the door to the Well is closed and someone is presenting, place them outside the door and our ministry volunteers will bring them in at the end of the night.
- Confirm that the ovens and dishwasher are off
- Take pictures of the kitchen and text to Rebecca (703) 887-9847
- Close the door to the kitchen closet and turn off all the kitchen lights.
- Leave the main kitchen door open – the cleaning crew will access the kitchen later that night.