



SAFE HARBOR KITCHEN

Hello, wonderful volunteers! Thank you so much for helping with Safe Harbor.

Jodee Taylor is the Safe Harbor kitchen director. She works about 15 hours/week, which is not much, but she wants to help you as much as she can. Here are some tips to pass along to ALL your Safe Harbor volunteers, in hopes that things will go smoothly and that you'll all have fun. There are more tips in the kitchen — and more being worked on.

WHAT TO WEAR

- Wear clean, comfortable clothing. The kitchen will be warm; T-shirts are good, but layers are probably necessary in the winter. We don't have storage for extra clothing or purses, however.
- Wear comfortable, non-slip shoes. No sandals.
- Lockers are available for volunteers. No coats or backpacks are allowed in the kitchen.
- Only volunteers wearing aprons should be in the kitchen. We have aprons for you.
- Feel free to use the wheeled carts to get your groceries into the kitchen. Wash and sanitize them afterwards.
- Kitchen equipment needs to only be used for kitchen purposes; it's not for medical or sanitary use.

KITCHEN EQUIPMENT AND SUPPLIES

EQUIPMENT:

- Convection oven
- Six-burner range with one conventional oven
- 2-door commercial refrigerator
- Small freezer
- Commercial dishwasher
- KitchenAid mixer
- Food processor
- 2 large electric griddles
- Large serving pans, soup pots, baking sheets, hotel pans, steam table, etc.
- Cooking and serving utensils
- 2 Roasters
- Thermometers
- Egg Cooker

STAPLES IN KITCHEN:

- Sugar and small amounts of flour, baking soda, vanilla
- Basic spices — salt and pepper, chili powder, Italian seasoning, cinnamon, garlic powder, onion salt
- Soft margarine
- French, Ranch and Italian salad dressings
- Ketchup and mustard
- Vegetable oil
- Vinegar
- Paper napkins, food service gloves, small supplies, cleaners, sanitizers, aprons, towels

YOU WILL NEED TO BRING:

- Ingredients for your meals except those listed above.
- Coffee (ground). Two to three large cans of regular and one to two large cans of decaf (available at Gordon's, Costco, Sam's) should be enough.
- Breakfast food: milk (2 gallons a day), juice, cereals, bread, jam, peanut butter (small jar), bagels, cream cheese, muffins, pastries as desired
- Evening snacks (fruit and vegetables are wonderful)

- **Dinner meals must be prepared in the Safe Harbor kitchen or in another certified kitchen.** You can do prep work in your certified church kitchen, then bring the food to Safe Harbor kitchen to finish/bake.
- If you really need to prepare your food in a slow cooker, please make arrangements with the kitchen director (kitchen@gtsafeharbor.org) to use it in the Safe Harbor kitchen.
- Be careful to keep the food cold or hot during storage or transport. Do not attempt to chill a large pot of soup or sauce; divide into small containers to refrigerate so that it will chill to below 41 degrees within 4 hours.
- You can come as early as necessary on the afternoon of the meal to prepare, or do some of your prep the evening before at Safe Harbor. If you plan to arrive before 4 p.m. and you want the kitchen director's help, please contact Jodee Taylor as far ahead as possible, kitchen@gtsafeharbor.org, 231-570-0504. Someone will be there to help every day, unless help is not needed.
- Meal prep can also be easier if you purchase some of the food partially prepared. Check Gordon Food Service, Costco, Sam's Club for products that are ready-to-cook or add to your recipes, like frozen vegetable combos for soup, cooked diced chicken, prepared sauces and gravies.
- Coordinate your menus for your week ahead of time and try to not have more than one pasta meal (folks eating at Safe Harbor and community meals get too much pasta) and not more than two or three soup/chili meals.
- Pizza is OK if accompanied with a healthy salad and fruit. Sandwiches/grilled cheese are good with soup.
- When purchasing food, plan for more than one "serving" per person, about a half or double more. You can get an approximate current guest count from your coordinator.
- Remember to plan for volunteers and staff, usually about 12 people.
- Home canned foods should not be used.

IMPORTANT KITCHEN BASICS

- Wash your hands every time you come into the kitchen and often while working, especially when switching from one task to another. Use one of the two hand sinks (near the doors).
- Wear an apron (provided).
- Wear food handler gloves (provided) when touching ready-to-serve food (bread, cookies, cutting fresh fruit, etc.)
- In the refrigerator, raw meat, poultry, eggs need to be at bottom, never above other food.
- Hot foods must be kept hot, above 135 degrees (there are thermometers)
- Cold foods must be kept cold, below 41 degrees.
- When washing dishes, NEVER go from dirty to clean dishes without thoroughly washing hands.
- Don't put sharp knives in a sink or tub of water. Put clean sharp knives blade-down in their designated drawer
- Please read the meal instructions and kitchen notebooks in the kitchen for more detailed info.

DINNER PREP AND SERVING

- Plan prep time so that food will be ready by 6 p.m. so that you can set up serving area to be ready to serve at 6:15 p.m. (If you want to start earlier than 4 p.m. and want the kitchen director to be there to help you, please let her know in advance: Jodee Taylor, kitchen@gtsafeharbor.org, 231-570-0504.) For quantities to prepare, consult a quantity-food book if there is one in your church kitchen, or google to find recipes online.
- Wash hands when entering the kitchen and often while working or when going from one task to another. (Can't say this enough!) Use the hand sinks near the doors.
- Before beginning prep, make up a bucket of wash water and a bucket of sanitizer to clean prep areas before you begin and during meal prep. (Buckets and instructions are over 3-compartment sink.)
- The convection oven takes about 20 minutes to heat to 350 degrees, but it runs hot. Generally set the temperature 25 degrees lower than you would a home oven. It will also brown faster than a conventional oven. Turn the food once while cooking to ensure evenness.
- The gas range takes about 20 minutes to heat to 350 degrees. This oven is used mainly hold warm food; it only has one rack.
- Wash all fresh produce, even if it will be peeled. Use the prep sink at the end of the prep table (middle of the room) or the compartment on the far right of the three-compartment sink.
- Make decaf coffee to have ready when doors open at 6 p.m. Put out two trays of cups and coffee condiments — sugar, sweetener, creamer, stirring sticks. Put out three pitchers of ice water (or other drinks, if desired) and two trays of glasses.

Serving time is 6:15 to 7:15 p.m.

- You will need more servers at beginning of serving period, only one or two after the initial line.
- Hot foods served in the steam table. Put one gallon hot water in lower deep pan, turn on units to the halfway mark, cover pans to heat water.
- Place pans of hot food over the hot water to keep warm
- Cold foods like salads need to be in a serving bowl placed in a larger bowl of ice.
- All foods need to be served from behind a sneeze guard.
- Put a tub of soapy water near the dish area and make sure there's a garbage can with liner for scraping plates.
- Put salad dressings (Ranch, French, Italian) in squeeze bottles on a tray in the dining room. The squeeze bottles don't need to be washed after every meal, but should be wiped off before putting in fridge. They should be washed when empty.
- At 7:15 p.m., clear serving areas. Check with the Goodwill staff person if there is anyone coming in late who will need a saved plate of dinner. Leave that number of plates, plus three more. Coffee and water can be left in dining room.
- Leftover food should be taken home unless your meal coordinator asks you to save it for the next night. Saved food should be refrigerated within 30 minutes.
- Make sure the evening volunteers know where to find the snacks.

CLEANUP

- Please read through the instructions before using the dishwasher. Most equipment can go through the dishwasher, but it does take a while to air dry. If you want to wash bigger items by hand, follow the instructions above three-compartment sink.
- Wash dishes and equipment as they come into the kitchen.
- Coffee pots and nonstick pans DO NOT go into the dishwasher.
- Air dry everything. Use clean and sanitized wheeled carts for extra space for drying. Put away all the dishes and equipment that is dry before you leave.
- Wash, rinse and sanitize prep areas and serving areas. Lower the rolling windows by the serving table and dish area.
- Sweep kitchen floor. The overnight volunteers will mop.
- Make sure the evening hosts know what snacks are available.

BREAKFAST INSTRUCTIONS

- Wash hands. Wear an apron. Wear gloves if handling ready-to-eat food like bread, bagels, etc., or cutting fresh fruit.
- Breakfast will be self-serve in the dining room, no later than 7 a.m.
- Coffee (regular) should be ready by 6 a.m. Put out a tray of coffee condiments (sugar, creamer, stir sticks, tea) and at least two trays of mugs. Refill all as needed.
- Put out one plastic pitcher of orange juice, one other kind of juice if available, one pitcher of ice water and one pitcher of milk (near cereal). Refill all as needed.
- Any cereal needs to be moved from its original packaging into a plastic server. Put extra cereal in a plastic tub on pantry shelf.
- Put bread, bagels and pastries on a dinner plate and cover with a clear plastic bowl. Anything not eaten will have to be thrown out at the end of breakfast service, so be judicious with amounts.
- Put soft margarine, jam, peanut butter and cream cheese in small bowls with knife or spoon. Do not put out jars of peanut butter or jelly. Any amounts not used at the end of breakfast service need to be thrown out.
- Toasters can be plugged in next to the steam table and put on the shelf in front of that, along with bread, jam, etc. There are pictures of a suggested setup in the pink binder.
- Whole fruit (washed) or cut up fruit is wonderful.

BREAKFAST CLEANUP

- Clear all but coffee service at 7:45 a.m.
- Dispose of any food that has been on serving table except cereals in plastic servers.
- Refill cereal containers as necessary. Dump out accumulated sugar/crumbs in bottom of container (a colander works great). Wash empty containers as needed, fill a clean one.
- After 8 a.m., empty and rinse coffee servers. Coffee servers do not go into the dishwasher.
- Wash, rinse and sanitize kitchen and serving surfaces. Wash and sanitize dining tables. Sweep floor, if necessary.

Questions? Call Jodee Taylor, 231-570-0504.