PLEASE READ THRU!!!

Volunteers Kitchen Check List

With the absence of a Kitchen Manager and Cook we are asking for our volunteers to complete the following duties after every evening shift:

- Prep and Cook all Menu Items listed
- Wash all dishes
- Counter Tops wiped
- All Food put away
- Coffee Pots rinsed
- Condiments filled
- Hot chocolate machine filled and cleaned
- Grill Cleaned (with Water)
- Deposit Made and Dropped off at Credit Union

It is NOT up to the Convenor's and or the Volunteer's to decide what is cooked or what isn't cooked! If and Only IF the inventory <u>isn't available</u> every item on the MENU list is to be cooked!!

In the absence of a Kitchen Cook you will need 4 people scheduled for every game; 2 in the back cooking and prepping food and 2 in front serving customers.

<u>Float Box –</u> Float Bag will be found in Safe Box (under hand washing sink). At the beginning of every shift, you will find a cash float, deposit book, deposit bags and a Deposit Binder. Count out your float before putting in cash drawer – record float in Binder. Leave rolled coin in float bag unless you need more coin. Remember to remove float amount Float bag. Tammy and or Tracey will periodically check on float to see if more coin or bills are needed.

<u>Kitchen Key</u> – Each Kitchen Group Convenor will be given a KEY to the kitchen. This KEY is your responsibility to be passed on to your volunteers before their work shift, at the end of the season you must hand your Kitchen KEY to the Recreation Director.

<u>Nightly Deposit</u> – A detailed instruction and diagrams is attached for your convenience on how to do a deposit! Here are some key things to remember:

-After every shift remove float amount it should equal \$650.00. This is IMPORTANT! If it did not, please make sure to note this at the start of your shift in the deposit binder. BUT PLEASE at the end of the night put it back to the \$650.00 float!

-PLEASE KEEP BACK ALL THE 5's, 10's ,LOONIES, TOONIES and QUARTERS- if there is not enough this is when you can add in a bigger bill such as a \$20 to make the float of \$650.00.

-YOU MUST have 2 initials recorded on the Deposit Sheets as well as both names PRINTED in FULL in the Deposit Binder.

- -The <u>WHITE</u> Credit Union Sheet and money made are to be placed inside the Credit Union deposit bags supplied. Deposit the bag at the Credit Union's nightly deposit slot after every shift.
- -DO NOT FORGET every deposit bag and slip MUST HAVE the Account name and number on it!

Langenburg Community Development Board

8309 6006 7387

Any questions please feel free to contact Juli Mitschke 306.743.7197.

Kitchen Convenor & Workers

Checklist for Opening the Kitchen

MUST be at the Kitchen 45 minutes before Game Time – OPEN to the Public 30 minutes before Game Time.

REMINDER WASH HANDS BEFORE HANDLING ANY FOOD OR PRODUCT!!

- 1. Turn on the Fan (left hand side of Grill)
- 2. Turn on the Grill (turn dial counter Clockwise)
- 3. Turn Dial on the Deep Fryer to 350 C. (open front door to find dial)
- 4. Place float from the blue bag MARKED "float" in cash drawer, COUNT IT before putting it in the drawer. It should equal \$650.00 mark in the binder what your starting float is.
- 5. Make Coffee using filled filters in basket (2 heaping Large spoons of Coffee per filter) water is piped into the machine.
- 6. Put out all condiments (2 Baskets on Side Shelf, Condiments in Fridge, Sauces in Fridge)
- 7. If Gravy is not already made make gravy in slow cooker (high to start then turn to low) Recipe is marked on the White Board
- 8. Check to make sure that all Hot Chocolate and French Vanilla mix is filled
- 9. Open Window! Remember if there is a Curling Bonspiel open both Curling Side.

Kitchen Convenor & Workers

Checklist for Closing the Kitchen

- 1. Turn off the Grill, Deeper Fryer, Fan, and Hot Chocolate Machine Off
- 2. Cleaning of the Grill
 - a. While grill is still, pour some water on the flat top, use the flipper to scrape the grill. Use the cleaning stone (under the washing sink) to scrape all excess food off.
- 3. Left- Over Gravy can be put in container <u>IF and only IF there is a game the next day if not</u> throw away.
- 4. Clean all surfaces and wash all dishes and utensils as well as PUT AWAY!
- 5. Restocked stand up freezer items from either Chest freezer in kitchen or Chest freezer in furnace room.
- 6. Clean up and put away all items on the Condiment Table.
- 7. Count cash and make up deposit: Please see Deposit instructions for details.
- 8. Place Float Bag in Safe Close Door. Make sure the float has a total of \$650.00's. This should mostly be coin (loonies, toonies and quarters) as well as 5's and 10's.
- 9. Put dirty or wet towels in plastic bag behind door
- 10.Lock Kitchen door upon leaving
- 11. Make nightly deposit at CREDIT UNION. Don't forget to put the Account Name and Number on the bag and WHITE deposit slip.

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Kitchen Convenors and Workers

- We are asking the work group is at the Kitchen approx. 45 minutes ahead of game time, the kitchen should be open for business 30 minutes before game time.
- There is a list of Student workers posted in the kitchen if you are needing someone to take your shift...it's <u>Parent Worker's</u> responsibility to pay for that student to cover your shift. Must pay the student MINIMUM WAGE \$11.32/hr. Parents that are volunteering, ensure that these kid's are put to work and not on their phone. If they are being paid they can work for their money. Do not be afraid to get them to restock and clean.
- There has to be at least 2 ADULTS working every shift.
- NO one under the age of 14 years old is allowed inside the kitchen during open times.
- All directions for the machines are posted under "Check List for Opening"
- Please DO NOT CLOSE the kitchen before the players get off the ice. Usually players like to get something for the way home, especially the out of town players. Please give them at least 20 30 minutes after game.
- We will have Pre-Food Order Sheets available in the Kitchen and Posted on Cork board.
- If you find an item is running low or out please write it down on the white boards
- If you run out of something; DON'T PANIC if it occurs on a weekend run to Wallin's and pick up and put on the RINK KITCHEN bill.
- At the end of every shift put away all condiments, wash all dishes and wipe down all counters and condiment table.
- If in an URGENT SITUATION please phone or text:
 - o Tracey Yont 306-743-7211
 - Tammy Putland 306-743-7924

Thank you again for volunteering!