

## KITCHEN TEAM

**Mission:** Show God's love and grace through the provision of meals for Great Banquet guests and team.

### PREPARATION

- **TEAM MEETINGS:** Kitchen team members are expected to attend as many team meetings as possible and meet to organize and prepare food ahead of time outside of team meetings.
- Teams will be trained by Head of Kitchen (Randy Laffoon 317-410-6995) on kitchen equipment use. Teams will also meet with Head of Kitchen or Community Lay Directors (Brian and Susan O'Dell 317-480-0563) prior to the Banquet to go through the weekend step by step.
- **MEAL PLANNING:** Meeting together as a team and with input from all team members, come up with a menu plan for the following meals: Friday Breakfast, Lunch and Dinner; Saturday Breakfast, Lunch and Dinner and Sunday Breakfast and Lunch. In addition, the kitchen team is responsible for snacks and drinks at the other in-season Great Banquet (Women will do Men's send-off, Men will do Women's send-off). Kitchen team is not responsible for snacks or drinks in the Conference Room during the weekend; that responsibility belongs to the Agape team.
- **BUDGET:** Work within an estimated budget of \$2,500 per Banquet with a goal to be as economical as possible while still providing great food. Decoration purchases and poster party "awards" should be included in this budget. Obtain tax exempt certificate from church office.
- Food budget \$\$\$ can be requested a few weeks ahead of time if you want to divide up shopping responsibilities and/or not prepay from personal funds. Contact the Community Lay Directors to arrange. It usually takes at least a week for a check to be cut.
- All kitchen purchases need to be accounted for after the banquet so please **SAVE EVERY RECEIPT** to turn in. **Collect receipts and turn in via Check Requisition for reimbursement** – give to Community Lay Directors.
- Organize the kitchen team by dividing up job assignments such as cooks, prep, dining room set up and decorations. Consider assigning a point person to coordinate volunteers and a point person to handle special dietary requests.
- Meals are always served in the Gym and use only rectangular tables (no round), set for 8 -10 people. Be sure to set enough seats for all guests and entire team, with a few extra perhaps.
- Please do not plan any buffet style meals except for Saturday lunch (which is always buffet style) and possibly Sunday lunch if so desired. The servers are here to serve the guests.
- Take an inventory of the Upper Room where there are many decorations, candles, etc. that you are welcome to use. As final plans are made, consider boxing decorations by meals for easy set up and clean up.
- Meal planning tips: Keep it simple. Foods that can be prepped the night before or in advance are always time-savers. Check expiration dates on all foods always. Be careful in the use of nuts and shellfish as these are common allergens. Consider ways to make dishes for general menu that would also suit various special diet needs such as gluten-free or vegetarian.
- **SPECIAL DIETS:** Community Lay Director will give you advance notice of special dietary needs. A kitchen team member will then call the guest and confirm what they can/cannot eat and plan their meals accordingly. It is nice to run the specific menus over again with the guest to ensure their needs are met. Special diet plates are to be laid out separately and labeled during the weekend. Guests use a place card to indicate they require a specific special meal.

## PREPARATION (continued)

- As meals are planned, consider the following Zionsville Great Banquet traditions. Friday breakfast always includes biscuits and gravy prepared by Randy Lafoon and Mike Gastineau. Other breakfast items may be served in addition to this meal. Saturday lunch is always a buffet of salads provided by the Community. Many kitchen teams choose to supplement this buffet with a soup or chili. Decorations for Saturday lunch are always festive as the meal is served immediately after Dying Moments. Saturday night is the 'WOW' dinner – the meal and décor are more up-scale and servers often dress up for this meal. On Saturday night, the tables are always arranged in the shape of a cross, with the large lighted cross at the center and white (votive or other) candles spaced throughout. Guests are escorted into dining room by servers.
- A daily schedule for the kitchen should be prepared in advance to help the weekend go smoothly. Think through what needs to be done and when in order to hit the scheduled meal times. This advance thinking will help determine the workflow and if anything can be effectively prepared ahead (to be frozen if necessary).
- Prep as much of the food ahead of time as you can. Advance preparation saves a lot of stress in the kitchen over the course of the weekend. Many teams hold a cooking day to get much of the advance baking or preparation done. If using the ZPC kitchen for a prep day, this needs to be scheduled in advance with the church office (and please also inform the Lay Director and Community Lay Director). Please always leave the kitchen in clean condition.
- Ordering food and creating shopping lists is an important step in the planning process. Contact Head of Kitchen (Randy Laffoon 317-410-6995) for discount food prices and/or comparison shop at Costco, Aldi and Gordon Food Services.
- Kitchen team is responsible for purchasing catchy/fun "awards" to give out at Friday night's poster party. Novelty items in groups of 8 to 10 can be purchased from party stores. There may be a few items to use for this purpose in the Upper Room – check during decoration inventory. This item comes out of the general kitchen budget so don't overspend.
- Feel free to meet with previous Kitchen team Heads to get their ideas, hints and menus.
- Shortly before your weekend, count out silverware, tumblers, plates, bowls etc. depending on what you will need to ensure proper inventory. Contact Community Lay Directors if insufficient inventory.
- Some kitchen teams purchase or make special aprons or tee-shirts, etc. or even coordinate clothing to go along with the meal themes. Totally optional, but up to your team what you want to do. Have fun!
- Plan ahead for after the Banquet. If possible, schedule a day (or half-day) off from work to recover following the Banquet weekend. Kitchen is a joyful job, but also a physical one so plan accordingly! Pack comfortable clothes that can be layered and most importantly comfortable shoes.

## KITCHEN TEAM

### WEEKEND

- FOR OPPOSITE TEAM SEND-OFF ON THURSDAY EVENING: Purchase or prepare a few easy snacks (at least one each of salty, sweet and healthy) to set up on the coffee bar in the Gathering Space. Have some drinks – water in pitchers, lemonade (church supplies) or soda and ice available, as well as cups, small plates and napkins (church supplies). Sometimes teams have pizza available but that is completely optional. Cut pizza into small squares or slices for easier finger food. Plan on having food set up by 6:30 pm. At least two kitchen team members should be available to serve and refresh food and drinks and clean up afterwards (over by 7:30 pm).
- Day of Banquet - load the back refrigerators with your food for the weekend. Sometimes teams set up a table for non-refrigerated food in the back storage area. Do not use refrigerator in main kitchen that is marked for Noah's Ark.
- Discuss wakeup time with ALDs so kitchen team are the first ones up and into the showers (may also shower night before).
- Set up tables and chairs in the Gym, configured as you desire, the night before. Use rectangular tables, not round tables and set for 8-10 places each. Securing a few volunteers from the community in advance to help with this set-up will help conserve kitchen team's energy.
- Typically, a few tables are set up on the side of the Gym for "extras" such as cereals, bagels, fruit, toaster, cereal bars, peanut butter and jelly, bread, yogurts, etc. This is also a good place to store place cards for special needs meals (Gluten-free, Dairy-free, Vegan, Nut Allergy, etc.)
- Set up a rolling partition in front of a few tables so you can have a staging area for drinks in large dispensers such as water, iced tea and lemonade. Store coffee urns and pitchers here as well. Store decorations under the table for each meal of the day.
- Set up coffee and tea each morning in coffee bar in Gathering Space before team and guests come down to shower. Consider prepping coffee the night before so just have to push buttons.
- Set up Daily Schedule in a place that is easy for all to see and jobs are assigned.
- MAKE SURE FANS IN THE HOOD ARE ON BEFORE ANY KITCHEN EQUIPMENT IS TURNED ON. Wash hands and use gloves. Clean as you go. Check all food expiration dates. Let the cooking commence!
- Set up one or two rectangular tables in the kitchen area to stage and plate food. Count out plates, etc. and place on far end of table. Food is added assembly line style as plate is passed down to waiting server or wheeled cart at the opposite end of the table.
- Put volunteers to work as they arrive – usually 30 minutes before each meal. They can set tables, pour drinks, put ice in cups or finish decorations in dining room, etc. Assign volunteers to plate food and provide adequate instructions as to exactly how you want it done. It can be helpful to make up a sample plate. Assign at least one volunteer to assist with special need plates. 10 minutes before meal time, circle volunteers and kitchen team for group prayer, specific instructions and division of labor. Ask for volunteers to stay and help clean up after.
- Volunteers are never to sit at the table with Banquet team or guests during a meal. They are there to serve and should keep contact with guests and team to a friendly minimum. They are welcome to stay and eat after the meal is over if there is leftover food.

## WEEKEND (continued)

- Remember Kitchen team is to eat every meal in the dining room with the rest of the team and guests. Scatter yourselves among the tables and use this opportunity to get to know the guests.
- Use east door for kitchen entry only and west door for kitchen exit only to avoid collisions.
- Servers line up at eastern door to take plates and exit through western door into dining area. Serve the tables furthest from the kitchen first and work your way back toward the kitchen. Make sure everyone at table has been served before moving on to another table (exceptions for special diets).
- Servers should always circulate and offer refills on drinks during the meal. Servers may offer seconds on certain food items as kitchen team directs.
- Servers need to be careful not to rush diners and offer dessert only after plates are cleared.
- Young children should not be in kitchen or serving area for their own safety and health standards.
- At the end of each meal, all the servers will introduce themselves to the dining room and state their name, banquet number and table. The kitchen team will follow the servers and state their name, THIS banquet number and kitchen team. At Saturday dinner or Sunday lunch the kitchen team can reveal their individual banquet numbers and table if desired.
- Head of kitchen should de-brief with kitchen team after each meal, so any needed adjustments can be made for the next meal.
- NOTES ON SATURDAY LUNCH: Kitchen team is to attend Dying Moments talk and service. Plan by securing a trusted volunteer to help oversee Saturday lunch set up (could be member of opposite kitchen team). Community Lay Director will check in with kitchen by 11:00 am to ensure ample salads from community. If needed, CLD or a volunteer will purchase additional salads. Make sure there is plenty of room in the refrigerator to store community salads before lunch. Soups or chili can be made ahead and kept warm on stovetop.
- NOTES ON SATURDAY DINNER: Lighted cross is kept in the storage closet next to the daycare office. Extension cords should be taped to the floor so no one trips. Pace the meal so no one feels rushed. There is ample time for a leisurely meal. Remember to keep portions reasonable at this meal especially. A lot of food has been offered by this point in the weekend. Keep the dinner special. Room will be darkened so include lots of candlelight. Typically, there are the most servers at this meal. Be sure you use the volunteers fully as you will be tired. Solicit helpers to clean up and set up for Sunday breakfast.
- HELPERS ON SUNDAY: Servers are typically a little light on Sunday. Teams will have an easier time with final clean-up if they solicit specific, trusted volunteers to help them. Kitchen teams will be very tired by this point and you will need all the help you can get. All decorations need to be returned to their homes in the Upper Room. The kitchen needs to be completely cleaned and returned to normal operating condition. All leftover food should be thrown out or given away – not to be kept at church. All garbage must be taken to dumpster outside. Additionally, all the tables and chairs in the dining room need to be stacked and returned to the closet. The Gym floor should be picked up and all papers on windows and doors taken down. The kitchen and gym need to be “returned” to the church in beautiful condition after a full weekend of use in blessing the Great Banquet guests. 😊 Pat yourselves on the back for a job well done!

## KITCHEN

### KITCHEN EQUIPMENT INSTRUCTIONS

#### Convection Ovens

Switch to On

Switch to Cook

Fans on low

Cook at 25-50 degrees lower

Take approximately ½ cooking time

Switch to cool w/fan on to cool oven

Turn Off after use

#### Tilt Skillet

Turn On

Temperature at 5 to 6

To clean put soap and water in skillet

Tilt forward and drain into bucket

Take back into normal position

Rinse

Repeat rinse process until clean and no more soap

Turn off after use

#### Warmers

Takes 15-20 minutes to warm up

Make sure well in bottom of warmer is filled with water (recheck every meal)

Keep on Heat (use on 6)

Humidity ... use on 5 (higher if food is drying out too quickly)

Turn off after use

## **KITCHEN**

### **KITCHEN TEAM CONTACTS**

ZGB CLDs: Brian O'Dell: 317-480-0563; Susan O'Dell: 317-370-6799

Sysco Foods: 317-258-5177

Gordon Food Services (GFS): Michigan Road & 86<sup>th</sup> Street

ZPC Food Bank: 317-873-6503

Noah's Ark: Sherry Pipkin 317-873-3190

Kitchen Questions: Randy Lafoon 317-410-6995

**SAVE ALL RECEIPTS AND TURN IN TO BRIAN or SUSAN O'DELL**