

1. *Introductions*

***“Welcome to the Kitchen”***

1. *Entertainment Assistants; Skits, In the Kitchen, Serving and Set-Up*
   1. *Delegate and Supervise*
   2. *First time servers…Get them involved*
2. *Focus your attention…on follow-up, timetables, prep times and Safety rules*
3. *Read the manual, the schedule and the safety Rules; be prepared…*
4. *Placing Orders…*
5. *Inventory, checking in truck order, closing inventory & donation*
   1. *Dry storage, Walk in Cooler, Reach in Cooler, Freezer, etc…*
   2. *You, your Entertainment Assistants and at least 3 Volunteers should be at King’s Retreat by 8 am…on Thursday…*
   3. *Pot Roast and BBQ…out of the Box…*
6. *Pantry storage…Follow the labels on the Shelves. Remember FIFO*
7. *Review of available equipment…Listen to KR representative…*
   1. *walk in cooler*
   2. *reach in (3-door) cooler – not sure we need any training*
   3. *freezer*
   4. *6 burner gas stove*
   5. *2 burner stock pot stove (w/ pot filler)*
   6. *2 convection ovens (single oven in stove)*
   7. *food warmer/proofer*
   8. *dishwasher*
      1. *presoaking/spraying*
      2. *loading*
      3. *clean/dirty sides*
      4. *use of racks*
   9. *washer/dryer*
   10. *3 compartment sink, set up & use*
   11. *coffee/tea machines*
   12. *ice machine*
8. *Bussing tables…Entertainment Assistants*
   1. *separating dishes*
   2. *pre-scraping*
   3. *pre-soaking*
   4. *bucket for liquids*
   5. *organization*
9. *Food Prep…Food safety*
   1. *disposable gloves*
   2. *vegetables/fruits*

white cutting boards

* 1. *meats/Proteins*
     1. *red cutting boards*
  2. *storage*
     1. *pre-prepped items, Leftovers*
  3. *cooking/holding*

1. *Cleaning…Follow the manual and Listen to KR Rep…Delegate.*
   1. *MSDS*
   2. *products available/provided by King’s Retreat*
   3. *don’t mix*
   4. *what to use where*
2. *Dining room layouts …Delegate to Entertainment Assistants…*
   1. *reception*
   2. *candlelight*
   3. *Sunday breakfast*
3. *Special meals and costs…*
   1. *Gluten Free*
   2. *Pilgrims vs Team*
4. *Replacing one meal with another…*
5. *Emergencies…Do the right thing, quickly…*
   1. *Fire…*
   2. *Injury…*
   3. *Equipment…*
6. *People to know and to ask…during the weekend… Gwen Hamill…770 855-6499*

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