

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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