**Kitchen Work Teams**

The kitchen team is divided into three work teams and will rotate through the three job descriptions (cook, clean, set up). Each team needs to fulfill their duties and then lends a helping hand to the other teams. The toughest transition times are evening clean-up and morning cooking. HELP each other! 

Cooks: This team is in charge of preparing the meal.

* Have a “lead cook” assigned to each team to ensure their meal is prepared and cooked in a timely manner.
* They should read ahead in the manual and plan accordingly.
* Do as much in advance as possible to alleviate the last minute rush.
* Work with the beverage jobs to ensure drinks are prepared for each meal.
* Work with special diet person to prepare ~~the~~ special meals appropriately.
* Assist with serving of food to pilgrims.
* Circulate during the meal to refill drinks and serving dishes.
* Eat after the meal at the table for kitchen team.

Set-up: This team is in charge of preparing the dining room.

* Sets tables (according to floor plans) with dishes, napkins, flatware and condiments.
* Set-up table decorations.
* Decorates the tables and room.
* Set out agape (if applicable) onto tables.
* Replenish the condiment containers.
* Assist with serving of food to pilgrims.
* Eat after the meal at the table for kitchen team.

Cleanup: This team is responsible for cleaning the dining hall and kitchen.

* Washes preparation dishes during cooking time.
* Warm pot of soapy water ready for flatware.
* Sweep floor/Vacuum dining room floor.
* Take garbage out to dumpster.
* Clean convection oven after each use.
* Clean preparation tables and stove for next use.
* Wash all the meal time dishes and put away.
* Eat during the meal at the tables for outside team.

Suggested Rotation Chart:

|  |  |  |
| --- | --- | --- |
| **TEAM A** | **TEAM B** | **TEAM C** |
| **Friday** | **Friday** | **Friday** |
| Breakfast – Set Up | Breakfast – Cook | Breakfast – Clean Up |
| Lunch – Clean Up | Lunch – Set Up | Lunch – Cook |
| Dinner – Cook | Dinner – Clean Up | Dinner – Set Up |
| **Saturday** | **Saturday** | **Saturday** |
| Breakfast – Clean Up | Breakfast – Set Up | Breakfast – Cook |
| Lunch – Cook | Lunch – Clean Up | Lunch – Set Up |
| Dinner – Set Up | Dinner – Cook | Dinner – Clean Up |
| **Sunday** | **Sunday** | **Sunday** |
| Breakfast – Cook | Breakfast – Clean Up | Breakfast – Set Up |
| Lunch – Set Up | Lunch – Cook | Lunch – Clean Up |

v.201

1 of 1 Revised 07/18/2021