

Milton Heights Racing Club

Canteen Procedures Manual 2019/2020

Welcome to the Canteen... Your help is greatly appreciated!

Flowchart of Canteen Operation

- ★ **See more detailed schedule posted on the cupboards**
(Items marked with an * have a procedure described in the Canteen Procedure Manual)
- ★ Please sign in and out of the volunteer binder and if you have any questions or concerns ask a board member in the dining area

Early morning:

- Remove bars from Canteen*
- Start the Hot Chocolate machine as soon as possible*
- Bring out cash box and account binders*
- Start warmers (put on continuous and check every 4 hours)
- Put out the morning snack containers: individually wrapped cookies, muffins*
- Put out the milk, sugar, stir-sticks, napkins on the cabinet in the dining area. Non-perishable items are stored in the cabinet just outside the kitchen.
- If necessary, post special menu items for today's food on the pop cooler*
- Take hamburger and sausage buns out of the large freezer in the kitchen area; thaw on kitchen counter in foil trays.
- Take appropriate number of burgers, hot dogs and sausages (if needed) out of the large kitchen freezer. *
- Turn on the walkie talkie

Mid-morning

- Make soup or chili * start at 9:00am
- Put condiments on counter under Erika Lamb Wall.
- Start BBQ 10:00am to heat up (leave lid open) - volunteer in at 10:30am
- Place hamburger buns into foil wrappers (add a cheese slice for cheeseburgers). Arrange in large tin-foil steamer trays. **Please sure to mark C = Cheeseburger, B = Burger with Black Sharpie before placing them in the warming drawers.**
- Place hot dog buns into foil envelope wrappers or foil wraps. Arrange in foil trays.
- Warm oven to 200°F... use to warm trays of cooked hamburgers, etc.

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Midday

- Restock shelves and fridge with pop, chips, candy, etc ... as required.
- Wash dishes and utensils *
- Empty garbage cans as needed. Garbage bags stored under sink.

EMAIL: canteen@miltonheights.com with tomatoes, milk, cream or other items running low, take a picture of the freezers and send with list.

Closing Duties

- Store cash till and account binders *
- Refrigerate all perishables: muffins, relish, soup, creamers, etc.
- Place leftover buns into freezer, and complete the leftover food count - record in binder
- Wash all cooking pots and utensils
- Refill napkins, sugar, stir-sticks from cabinet just outside kitchen
- Turn off Hot Chocolate machine, clean assembly and refill with powder *
- Wipe down counters, stove, microwave in kitchen
- Turn off the walkie-talkie
- Ensure outside kitchen windows (near BBQ) are secured
- Replace bars on the Canteen opening in the dining room *

NOTE:

- Meat products should be estimated as closely as possible so that surplus grilled food is avoided. Please refer to production estimate on upright freezer
- **Surplus food should** be sold at half price (see guidelines for additional details)

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Procedure 1: Removing/Replacing Bars from Canteen Front

1. Find the key in the top left-hand drawer under the counter of the canteen
2. Unlock and remove the 3 padlocks on the bar system
3. Place the key and locks in the top drawer for storage
4. Remove the flat metal bar from the centre wooden support column and hang it on the screw in the wall on the right side of the opening (inside the canteen) for storage
5. Open the hinged wooden bar from the outside of the canteen opening
6. Remove the centre support post and hang it on the screw (along with the flat bar removed in step 4)
7. Working from the outside of the canteen, remove the metal poles. This is the drink fridge. Please use step ladder to ensure the safety of all.

To Close the canteen: Work backwards from Steps 7-1, above.

Procedure 2: Cash Till and Account Binders

1. The cash till and 2 account binders are stored in the far-left locked drawer (near the BBQ window)
2. Remove the cash box and place it on the table to the right of the window opening
3. Place the account binders on the counter along with 2 pens
4. Make financial adjustments in the account books as items are purchased or deposits are made by members mark and deficits in RED pen account balances in blue please.

End of Day Procedure:

1. Leave in the cash till as a float:
 - 1 X 50
 - 30 x \$20
 - 10 x \$10
 - 20 x \$5
 - startup 130 X .25
 - All the change
2. Count out the removed money and write the amount of each increment and the total on a piece of paper (found on top of fridge) along with the date (or write increment on an envelope found in utensil bins)
3. Enclose this envelope along with the money in a plastic baggie. Seal.
4. Place this baggie and the cash box into the locked drawer on the far left freezer
5. Put the account books on the side table
6. On days that the Canteen Coordinator is working, cash will be taken home and deposited into the Canteen Account
7. email problems, questions or concerns to canteen@miltonheights.com

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Procedure 3: Hot Chocolate Machine Operation and Cleaning

1. Open the front panel door of the machine
2. Turn tank 'on' (small black toggle switch moves into 'down' position)
3. Wait approx. 20 minutes for water in the tank to heat up
4. Hold cup under the 'Hot Chocolate' spout
5. Press and hold the green button until cup is $\frac{3}{4}$ full... then wait until dispensing stops

End of day cleaning and refilling procedure:

1. Open front panel door of the machine
2. Turn tank 'off' (small black toggle switch moves into 'up' position)
3. Remove the plastic chocolate powder canister and place on counter. Always remove plastic canister for refilling.
4. Lift the lid off the canister and refill with hot chocolate powder (located in the cupboard below the machine). Replace lid on canister.
5. Disassemble the 3 clear plastic dispensing pieces from the machine and clean them. Rise well and dry.
6. Replace the canister back into its position. Ensure that the canister is seated back behind the metal edge of the machine.
7. Reassemble the dispensing pieces. Use the diagram on the inside of the panel door.
8. Close the front panel door
9. Wipe the front of the machine with a damp cloth

Procedure 4: Preparing Cookies/Muffins

1. Check fridge first for leftover cookies and muffins, if not take out some from freezer
2. Wear disposable latex gloves to handle food items
3. Arrange cookies in labeled container with lid and muffins in a bowl
4. Place on the left side of the table in the dining area

Procedure 5: Estimating the Amount of Meat for Grilling

1. This is normally done in advance by the Canteen Coordinator and the Canteen committee - see spreadsheet on upright freezer but this may also be weather dependant
2. Remove that amount of product from the freezer. Some items might be in fridge, as Thursday Nights Volunteers might have pulled them to thaw. This can be a combination of hamburgers, sausages, hot dogs

Procedure 6: Preparation and Handling of Food Products

1. Wash hands thoroughly with soap and water when entering kitchen area
2. Use disposable gloves when handling food items. Discard gloves when moving on to another task to avoid contamination.
3. Wipe counter tops with disinfectant solution when completed

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Procedure 7: Preparing/Serving Soup, Chili and Grilled Cheese

Soup Preparation/Serving:

1. Find soup packets on shelving units to the left of the stove
2. Boil desired amount of water in the large black soup cauldron. (4 litres water for 4 packages should do) To speed the process, boiling water from the kettle can be measured and added to the black cauldron.
3. Add the soup mix packages as per directions on the box
4. Set the cauldron on '4' setting, stirring occasionally
5. Reduce heat to '2'
6. Soup is served in bowls with a bun and a spoon

Chili Preparation/Serving

1. Chili is a 1-1- ratio but you need to add a can of beans (cupboard above counter closest to BBQ window) into it
2. Heat at high setting and stir frequently
3. Turn heat down between '2-4' once the chili is hot
4. Serve in a bowl. Accompany with a bun and spoon

Grilled Cheese Sandwiches

1. Using white bread and Becel, butter bread on one side of each slice
2. Remove the flat top grill top from the labeled cupboard Plug in with cord. Heat to 250°F.
3. Place the buttered side of one slice onto the grill. Cut cheese into 3 sections (on RED line)
4. Add a slice of cheese. Put another slice of bread on top with the buttered side facing up.
5. Turn the sandwich over when browned. Brown other side. (Six sandwiches can be prepared simultaneously.)
6. Place in a paper foil sheet and fold corners into the centre, leaving one end open for steam to escape
7. Place completed sandwiches in a large foil steamer tray and store in warmed oven (150-200°F)

Procedure 8: Preparation of Hot Dogs, Hamburgers, Cheeseburgers

- ★ Speciality items may include sausages, pizza, pulled pork
- ★ Please ensure BBQ id turn OFF after use, at the tank first and the BBQ second.

CHEESEBURGERS, HAMBURGERS:

1. For cheeseburgers, place a *thin* cheese slice onto the thawed bun. It will melt when the burger is placed into the bun.
2. For hamburgers, do not place a cheese slice on the bun.
3. When the grilled meat is passed through the window from the BBQ, place the meat into the waiting buns
4. Wrap burgers with the hamburger pouch (stored on shelves to the left of the stove). Arrange in a large foil steamer tray. Use a separate foil steamer tray for each grilled product.
5. Place the large foil steamer trays into the warming drawers. (200°F)

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HOT DOGS:, hot dogs are boiled in crock pots to save time. Otherwise, they can be grilled on the BBQ.

1. Arrange thawed buns in foil wrappers (leaving the wrappers open). Use foil envelopes for hot dogs, and the flat foil papers for all other grilled items. Wrappers are located on shelves to the left of the stove.
2. Arrange the wrapped hot dog buns into the large foil warmer trays. (*Use a separate steamer tray for each type of grilled product*).
3. If boiling hot dogs, place crock pots onto the counter and fill with boiling water from kettle. Set heat on 'HIGH'. Immerse hot dogs into water.
4. Insert cooked hot dogs into the bun. Seal envelope.
5. Place wrapped hot dogs on trays into the warming drawers.

SPECIAL FEATURES:

GRILLED ITALIAN SAUSAGE – Special

*****(NOTE – these take LONGER to cook – start them early):***

1. The precooked, grilled sausages are passed through the window from the BBQ. Place the meat into waiting sausage buns.
2. Wrap the sausage with the hotdog pouch write and “S” on the pouch with a sharpie (stored on shelves to the left of the stove)
3. Arrange wrapped sausages on large foil trays in warming drawers

PIZZA – Special

1. Pizza ovens must be plugged directly into the wall on 2 different plugs
2. One oven for cheese / One oven for pepperoni
3. Approximately 6 minutes – cooks best when turned at 3mins – must be watched at all times !!!
4. Cut in quarters
5. Stored in warming drawers on small plates

PULLED PORK – Special

1. Pulled Pork stored in upright freezer, please check fridge as it might be thawing from Thursday Night volunteers
2. Pull Pork is pre cooked so only needs to be warmed in crockpot.
3. Serve on NON toasted hamburger
4. Portion is approximately the size of a 4 - 5 oz burger (should look just larger than a hamburger patty)
5. Wrap in foil sheet, leave open and place plate underneath

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CHICKEN NUGGETS – Special

1. Chicken Nuggets stored in the outside freezer
2. Chicken Nuggets are pre cooked, and will be cooked in the air fryer
3. Approximately 15 – 18 nuggets are placed in the bottom of the air fryer
4. Cooking them at 400 for approximately 10 - 11 minutes.
5. Nuggets are served in bowls = 6 nuggets to a serving

Procedure 9: Washing Dishes and Utensils

1. Use hot soapy water (you might need to boil water as the hot water is not that hot) and clean J-cloths to wash dishes
2. Rinse dishes with clean hot water
3. Please place dishes in labeled drawers once dried.